



**Presents: MonuCon 2020!**



# CRATING AND SHIPPING GUIDE FOR EXHIBITORS

## Dimensions

### BOOTH SIZE 10' X 10'

The approximate size for each booth is 10'x10', please refer to your booth layout on our site

### MONUMENT SIZE (GUIDELINES)

The maximum number of monuments per booth is 6, with a base length not to exceed a total of 20 linear feet.

The amount of monuments per booth is based on linear feet. Allow at least one foot of buffer space between each unit (side to side/back to back) in your display.

Regardless of the number of booths, each exhibitor is allowed to bring one monument that is sized:

- Die: 4-0 x 0-8 x 2-8 (**Dies up to 4-0 tall will be permitted after committee approves for NYC regulations**)
- Base: 5-0 x 1-2 x 0-8

Acceptable Die sizes are as follows:

- Up to 2' 4" (3' 2" max height)
- 2' 6" to 3' 0" (2' 10" max height)
- 3' 2" to 3' 6" (2' 8" max height)

Acceptable Base sizes are as follows:

- 8" max height, 1' 2" max width
- 6" base may be 1' 4" wide

Unacceptable sizes are as follows:

- 10" bases
- 10" dies
- sub bases

Statues up to 5' are permitted (please consider stability, as they will be set up on a cement Floor)

Cremation units, benches, statues, and non-standard monuments are subject to approval of the exhibit committee.

## SHIPPING & CRATING

### WHAT YOU NEED TO KNOW

You are responsible for the shipping of granite to and from the convention.

If for any reason you wish to change shipping companies during the convention, you are responsible for making those arrangements.

It is your responsibility to make arrangements to ship any item that you sell at the convention. Please contact the appropriate shipping company in order to do so.

Every item must be approved. Do not ship anything via truck that was not approved as it will NOT be set up for display.

All pieces must be marked with the following:

- Company name
- Unit number
- Monucon

## Table-top Exhibitors

Please provide a list of what you are bringing for approval by the committee. You are responsible for the setup of your own display.

Setup for the table-top exhibits is Thursday after 4:00pm and then again on Friday morning at 7:00am.

Please have everything ready and in place by 10:00am. No early teardowns are allowed. The show ends 12:00pm on Sunday. Your boxes will be in your booths for teardown on Sunday at 1:00pm.

# SHIPPING & CRATING

## WHAT YOU NEED TO KNOW

### Shipping

Please email all necessary information to:

Michael Koch (716)481-8375

harleycustom96@gmail.com

Monuments should be shipped via:

- Bellavance Trucking (1-800-257-2828)
- Darica Trucking (1-706-283-8915)

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It is your responsibility to make arrangements to ship any item that you sell at the convention. Please contact the appropriate shipping company in order to do so.

Every item must be approved. Do not ship anything via truck that was not approved as it will NOT be set up for display.

Please be advised: **New York State Monument Builders Association Inc.** are not responsible for any shipping costs incurred by switching to an alternate carrier and we are not responsible for changing carriers for you.

### Information we need from you

- Exact list of all items being brought to the show
- Detailed drawing of your display, to scale, showing the location of each unit in your display

- Number and size of tables and number of chairs required (tables are 6' rectangular)
- Size and description of equipment that is free-standing or too large to fit on a table
- Size of backdrop
- Request for electricity or internet access. *\*Please note\* These are additional charges for which you will be billed.* A request for either will result in a charge whether you actually use them or not, so please consider carefully before making your request. (Please feel free to check with Michael Koch for the cost for electricity.)
- No early teardown allowed. Teardown is Sunday Afternoon at 12:00pm

#### **Information & Instructions for ad submission**

- Register as an Exhibitor
- Follow the link at [www.Monucon.com](http://www.Monucon.com) site to submit your Ad
- Use your company name for the Ad

#### **CRATING - \$175 PER UNIT SEE ATTACHED**

\*Crating fees are for monuments only\*

#### **Display Requirements**

Drawing and specifications for each unit (die and base or other) will be needed from each exhibitor in order to set up displays.

All exhibitors are required to keep their booth open until the show closes. While your booth is open, at least one representative from your company must be present at all times. .

If your units are not clearly marked, they will only be set up at the discretion of the committee.

Example of a clearly marked crate: **Unit 1A top, Unit 1B base (your company name should appear on all pieces of crating)**

Make sure that your company name appears on the bottom of the crate as well other pieces of crating.

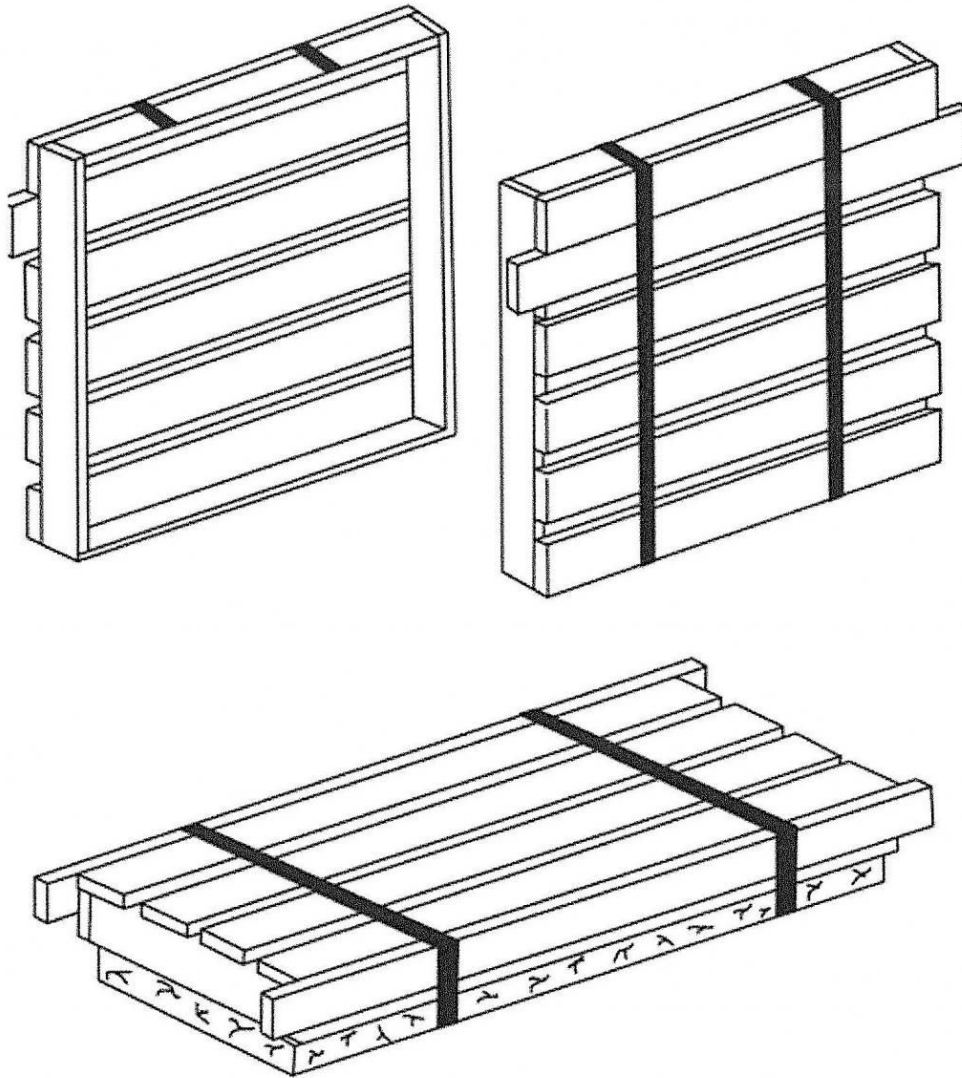
Each exhibitor (manufacturers and suppliers) must supply the committee with an exact list of what they will be bringing to the show. Every item must be pre-approved by the committee, which includes backdrops and signs. Since this is a monument show, only items related to the cemetery monuments will be allowed. No ornamental landscape pieces will be accepted. Benches and statues related to cemetery monuments are acceptable.

Setup will take place on Wednesday. NO ONE other than the committee members are allowed in the room on Thursday, during the setup. This is a whole day process and we ask that you stay out of the exhibit area during this time. Table top exhibitors only will be allowed into the Exhibit Hall at 4:00pm.

## **Crates**

All pieces must be marked with the following:

- Company name
- Unit number



Split crate for dies

**Top crating only for bases**

Crating that does not follow these specifications will result in a fine for each monument, which will be payable immediately, to ensure set up of your display.

The committee reserves the right to refuse to setup monuments that are improperly crated.