



OVERVIEW

The National Marine Manufacturers Association and the Miami International Boat Show Team are pleased to welcome you to the 77th Miami International Boat Show.

All services provided by Expo Convention Contractors, Inc. are available on-line with your login and password. For login information, please contact Expo Customer Service at 305.751.1234.

Location (do not use this address for shipping or deliveries – see shipping labels provided in the Expo CC kit)

Miami Marine Stadium Marina and Flex Park
3501 Rickenbacker Causeway
Miami, FL 33149

Show Dates & Hours

Move-in: Friday, February 9 through Tuesday, February 13, 2018. **ALL EXHIBITS** will be targeted by Expo Freight Dept. Specific exhibit space **Target Times will be posted on our website by Dec. 15, 2017, including for boats, freight and POVs.**

Show: Thursday, February 15 through Monday, February 19, 2018, 10:00am - 6:00pm
Exhibitor access will be available at 8:00 a.m. daily.

Move-Out: Monday, February 19 at 7:00 p.m. through Thursday, February 22, 2018.

Show Office On Site: Located at the main entrance of the show. Phone numbers will be published in January, 2018.

General Information

AISLE SPACE:

Aisle space may not be used for exhibit purposes or for general solicitation of business. Distribution of any literature or other exhibit materials is forbidden outside your contracted exhibit space. Please review the NMMA Allocation Procedures & Display Guidelines. You are welcome to contact your sales representative or the operations manager for any questions or concerns that may arise.

BOOTH CLEANING:

Exhibitors are responsible for ordering cleaning service to empty wastebaskets and vacuum carpet in their exhibit space. Expo Convention Contractors Cleaning Order Form can be found in the exhibitor kit. For security reasons, only the Exclusive Official Cleaning Contractors will be permitted to remove trash on the show floor.

BOAT CLEANERS:

NMMA must be notified of any boat cleaning company hired to clean your boats. Please submit the Exhibitor Appointed Contractor/Third Party Registration Form and required insurance certificate to Expo Convention Contractors, Inc. Once Expo approves your EAC/Third Party for cleaning, the cleaning company must complete an NMMA credential order for no more than **five supervisors or full time employees** that will need access to your exhibit(s). **A valid picture ID is required for entry.** Additional temporary staff hired by contractors will receive **wristbands upon check-in at the labor desk.** It is imperative that cleaning companies provide this information to coordinate access to the show grounds with transportation and security.

Washing boats for land displays must be done prior to target time/arrival to the show grounds. Water supply on show-site will be limited to boats on **display in-water.**

Storage space for EAC/Third Party equipment and/or vehicles will not be available on the show grounds at any time during move-in, show, or move out.

All boat cleaning companies must abide by the show rules regarding early access to clean, appropriate badges, security, and insurance requirements.

All temporary labor registered by a contractor will be the responsibility of the contractor and covered under the contractor's worker's compensation and liability insurance.

Note: Boat cleaners will be permitted to clean boats only. No trash removal will be allowed except by the official show cleaners Expo Convention Contractors. All cleaning will occur in the hours of 6am to 10am and/or 6pm to 10pm only. Security will clear the site after 10pm.

CONDUCT OF EXHIBITORS:

All exhibits must be set and operational by Tuesday evening, February 13, 2018. Wednesday, February 14, 2018 is reserved for final set up, cleaning and preparation for show opening. All exhibits must be staffed during show hours every day. Only companies that have contracted for exhibit space are permitted to demonstrate, solicit orders or distribute advertising at the show. Sales, signage, models, and distribution of literature must be confined to your exhibit space.

DIRECTORY ADVERTISING:

Make sure your investment at the Miami International Boat Show really pays off. You can advertise in the official show directory produced by TRMG and be seen by everyone at the show and long after. Advertising information and order forms are available in the Exhibitor Kit.

EXCLUSIVE CONTRACTORS:

For insurance, safety, security and City of Miami ordinance requirements, the contractor designated by NMMA show management must be used for services such as catering, drayage, electrical, plumbing, rigging, telecommunications, structures/tents, floral, booth cleaning/trash removal and security – NO exceptions will be made.

Official Service Providers

Floral – A Green Scene

Electrical – Edd Helms

Structures/Tents – Eventstar Structures

Booth Cleaning & Trash Removal – Expo Convention Contractors

Catering & Hospitality Services – Great Performances

Security Services – Global Security

EXHIBITOR APPOINTED CONTRACTORS/THIRD PARTY REGISTRATION:

Any exhibitor using a contract other than an “official service contractor” listed under the Service Providers in the exhibitor kit, must submit the EAC/Third Party Registration form no later than December 1, 2017. Additionally, the required **Certificate of Insurance** from your appointed contractor must be forwarded along with the EAC/Third Party Registration form. EAC/Third Party registration fee is **\$1,000.00 due by December 1, 2017** and **\$1,200.00 on/after December 2, 2017** must be paid prior to ordering badges or performing any work on-site. Please be sure to notify your EAC/Third Party of all move-in / move-out (freight and/or boat target times) assigned schedules your company must meet. Any delays caused by your EAC/Third Party will be billed to your company.

Submit EAC/Third Party **Certificate of Insurance**, naming the **National Marine Manufacturers Association, City of Miami, and Expo Convention Contractors, Inc., as additionally insured** with the following limits: Commercial General Liability coverage including contractual liability coverage of at least **\$1,000,000.00** per occurrence and **\$1,000,000.00** aggregate. Statutory Worker’s Compensation with Employer’s Liability coverage in accordance with statutory regulation of the State of Florida.

FLORIDA SALES TAX REQUIREMENTS:

Exhibitors must register with the **Florida Department of Revenue** prior to bringing product into Florida for sale at the show. The Department of Revenue will be checking for compliance with the Florida Law, so we urge your cooperation. Additional information may be found at the State of Florida web site <http://dor.myflorida.com/dor/taxes> .

FOOD AND BEVERAGE SERVICES:

Great Performances returns as the official exclusive food and beverage services partner. Great Performances is also responsible for an exciting, well-balanced delivery program; with a direct online menu and order form. Consists of a tasty selection of starters, salads, wraps, sushi and individual coffee service that will include the installation of high-end machine(s) at your location on site. For menus and restaurant services onsite, please visit our website www.outoflinepreorder.com/mibs18. If there are any questions, comments, concerns or inquiries on the Delivery Program or Hospitality Services, please contact Shawn O’Keeffe, Operations Project Director, (312) 375 - 0962 or mibsevents.com@greatperformances.com.

GRATUITIES:

Tipping labor is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by any employee for any services should be reported immediately to the NMMA Show Management office and/or to Expo Convention Contractors.

HOTEL & TRAVEL ARRANGEMENTS:

onPeak is the *ONLY* Official Housing Partner for the Miami International Boat Show.

When you make your hotel reservation for the Miami International Boat Show through the official hotel reservation service **onPeak**, you get more than a great deal, you get the satisfaction of knowing you have the entire show behind you. The [official hotel reservations](#) service ensures you a great rate and the only reservation service backed by the biggest show in town. For assistance, call 888-998-2784 or email miamiboatshow@onpeak.com.

INFORMATION CENTERS:

Information Centers will be located at all entrances to the Miami International Boat Show during show days to assist customers with show information and general directions.

INSURANCE:

All exhibitors are required to adhere to the **Insurance & Indemnification** guidelines as stated on your contract for exhibit space. Coverage must be in effect during the entire show period including installation and dismantle. Wells Fargo Insurance Services Northwest, Inc. offers insurance to those exhibitors who are not otherwise covered under their own policies. We suggest your insurance coverage extends from the departure point of all your booth materials through the **entire period** of transportation, until your booth materials arrive at your exhibit space. Please be sure to review the rules and regulations for the NMMA Limits of [Liability and Responsibility](#). **Certificates must be submitted on-line directly to Wells Fargo as instructed on the insurance certificate requirements notice in the exhibitor kit.**

LABOR GRIEVANCES:

Craftsman at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Expo Convention Contractors, Inc. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to Miami International Boat Show Management or Expo Convention Contractors, Inc.

LOST CHILDREN / RELATIVES:

All lost children should be brought to the **Miami International Boat Show Office** immediately. The show office is located inside the main entrance across from the registration area.

MEDIA CENTER:

NMMA's on-site **public relations office will be** located at the main entrance to Miami Marine Stadium near the Registration Area. Please feel free to stop by any time after Monday, February 12, 2018. If you would like to reach us any time prior to or during the show, please call Ellen Hopkins at 312-946-6200 or email ehopkins@nmma.org.

PARKING:

Exhibitor Parking will be available on Virginia Key with shuttle service to and from the show grounds. This area is approximately 5 min. from the show entrances. Details can be found under the parking and transportation tab in the **Exhibitor Section** of the website. Details are also available for consumers under the **Getting to the Show** tab on our website, www.miamiboatshow.com.

REGISTRATION:

The registration area is located at the main entrance to the show at the Miami Marine Stadium. The on-site telephone number for the registration department beginning Thursday, February 8, 2018 will be published in January, 2018.

SECURITY:

NMMA provides basic security for the duration of the show, including move-in and move-out. Neither NMMA nor any show contractors will be responsible for any loss or damage. All exhibitors are required to have insurance for any loss or damage that may occur before, during, or after the show. For your protection, please review the [Security Precautions](#) located in the Exhibitor Kit. **Badges will be required during all move-in, show, and move-out days. Valid government issued picture I.D. required for entry. Please be sure everyone working in the exhibit area has badges during all times.**

SMOKING:

No smoking is allowed on show grounds at any time as required by the State of Florida "CLEAN INDOOR AIR ACT".

INTERNET/WIFI/NETWORKING SERVICE:

Reliable WIFI and Internet is a critical must-have productivity tool throughout the show. ZikZak YoYoDyne Inc. is the official provider for WIFI, Internet and networking services. If you require these services, order forms and information can be found in the [Exhibitor Section](#) of the website, www.miamiboatshow.com.

TRANSPORTATION:

Continuous Boat Show Shuttle Buses and water taxis will run from 9:00am - 7:00pm on all show days only. For all shuttle locations, please review our [transportation map](#).

Exhibit / Display Information

Booth Equipment Provided:

- **Exhibits A through F**

Each booth space under 400 square feet (non-bulk) will be set with 8' high **gray** and white back drape, 3' high gray dividers, and one 7" x 44" identification sign at no charge if ordered in advance. All exhibits must be carpeted by exhibitor. Pipe and drape for spaces over 400 square feet or more must be ordered by exhibitor from Expo Convention Contractors, Inc. All décor and electrical service must be ordered separately.

- **Outdoor Tented Space J1401-J1479, J1300**

Each booth space under 400 square feet (non-bulk) will be set with 8' high **gray** and white back drape, 3' high gray side dividers, and one 7" x 44" identification sign at no charge if ordered in advance. We suggest that you carpet your outdoor exhibit space for better appearance, but it is not required for outdoor displays. All décor and electrical service must be ordered separately.

Lighting will be provided in the aisles and common areas only for all outdoor display areas. If you require specific lighting for your tent or exhibit area, please consult with Edd Helms Electric.

- **In-water Space**

All equipment and services must be ordered separately.

Electrical Service:

All electrical service must be conducted by the official electrical contractor, Edd Helms Electric. Please note **electrical service is turned off every night** unless otherwise specifically ordered. Please take necessary precautions to protect any perishables or sensitive equipment in your exhibit.

Signs:

All signs must be professionally produced in keeping with the NMMA Allocation Procedures & Display Guidelines. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted display space. **Hanging signs will not be permitted in any structure.**

Boat Exhibits:

All boat information and layouts will be reviewed and subject to approval by your ERM and City of Miami Fire Marshal. Inspectors will be on duty to check fuel gauges. Please be sure to inform your dealers and carriers that boats must have access required to check fuel tanks, including keys and battery required for gauge. Delays in this approval may prevent installation of your boat in the intended exhibit space.

After clearance, all fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of gas vapors. The screw in type cap located on the gunnels is considered sealed. At least one battery cable shall be removed from the batteries used to start the engines. The disconnected battery cable shall then be taped.

Dolly Rental:

All boats must be displayed on wheels (boat trailers, dollies, or cradles with casters). Any exception to this must be approved in advance by NMMA Boat Handling Manager. If you do not have dollies available on site for your targeted move-in you can rent them from NMMA. Please refer to the dolly rental order form for additional information and rates. Payment must be made with a credit card only upon delivery.

In-water Displays:

Pump out facilities are not available within the show site.

Live-Aboards will not be permitted unless approved in advance by NMMA management.

Tents are available for your closing rooms and/or hospitality space. All tent installations must be done by Eventstar and subject to City of Miami approval. For additional information, please review the Eventstar forms in the exhibitor kit.

FIRE AND SAFETY REQUIREMENTS

In the interests of life safety and fire prevention/protection in the Miami International Boat Show grounds, the following minimum standards shall apply to all exhibit areas:

EXITS: The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50ft. (15m). No display or exhibit shall be so installed or operated as to interfere in any way with access to any required exit or with visibility of any required exit or any required exit sign. All required exits shall be unlocked and free from obstruction during show hours.

Combustibles: Compressed flammable gases, flammable or combustible liquids (**including paints, solvents, and cleaning products**), open flame devices, hazardous chemicals or materials, Class II or greater lasers, blasting agents, explosives and pyrotechnic devices shall be prohibited within the show grounds.

Storage: Combustible material within exhibit booth shall be limited to a one day supply. Storage of combustible material behind booths is prohibited.

Vehicles and Boats: Vehicles on display within an exhibit shall comply with the following:

- a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain more than 4 gallons of fuel.
- b) At least one battery cable shall be removed from the batteries used to start the engines. The disconnected battery cable shall then be taped.
- c) Fueling or defueling of vehicles shall be prohibited.
- d) Vehicles shall not be moved during show hours.
- e) Boat propellers and anchors/pulpits shall be removed, padded or located so that they do not present a hazard.

Note: **Be prepared for fire marshal inspection. All Carriers/Dealers must have keys and battery to operate fuel gauge for inspection. Boats with fuel will not be approved for move-in.**

Exhibit Structures: All displays must be reviewed and approved by NMMA in advance. Display plans including layout with all dimensions must be emailed to DisplayRequests@nmma.org by Nov. 1, 2017. If you have any questions, please consult with your ERM.

Exhibit booths shall be constructed of noncombustible or limited-combustible materials. Exhibits with enclosed areas (walls and ceilings) shall be protected with approved single station, battery powered heat detectors. Exhibits with enclosed areas greater than 300 sq. ft. may require additional fire protection as determined by the authority having jurisdiction (may include portable fire extinguishers, heat/smoke detectors, or additional Fire Watch personnel).

All temporary stairs/platforms shall have a guard installed to prevent persons from falling off the edge. All exhibits over 12' in height shall be engineered appropriately and constructed from drawings bearing the stamp of a reviewing structural engineer.

All booth construction shall meet local, state and federally mandated codes.

Move-In Information

Badges are required during all move-in, show, and move-out times. Please be sure to bring your badges and a valid photo I.D. to enter the show grounds.

Note: Please review the Exhibitor Check List and all Expo Convention Contractors instructions and complete order/information forms as required. Target times for all exhibit space will be posted on our website by December 15, including boats, freight and POVs.

For all instructions and order forms, for freight and deliveries, please review Expo Convention Contractors Exhibitor order forms.

The advance freight warehouse will begin accepting deliveries on Monday, January 22 through Friday, February 9. The hours of operation are Monday through Friday from 8:00 a.m. – 4:00 p.m. The advance freight warehouse is located at ABF Freight Systems, Inc., 6402 NW 74th Ave., Miami, FL 33166.

To avoid wait time and the smoothest move-in, we recommend that you send everything to the advance warehouse at least one day prior to your anticipated booth set up.

Rickenbacker Causeway travel times for all delivery trucks are restricted weekdays during school and rush hour traffic between 7:00am - 9:00am and 2:00pm - 3:00pm.

Plan to arrive at the staging yard a minimum of one hour prior to your scheduled targeted move in time.

Boat Exhibits

Rickenbacker Causeway travel times for boats are restricted to the following:

Arrive prior to 7:00 a.m. to avoid school zones and rush hour traffic on the Causeway between 7:00am - 9:00am and between 2:00pm - 3:00pm.

Plan to arrive at the staging yard a minimum of one hour prior to your scheduled targeted move in time.

Prior to your scheduled move-in date and time carpet and electric must be installed in your exhibit space.

Carpet or other floor covering must be sent to the advance warehouse if you intend to have it installed under your boats. Flooring installed after boats are in place can be shipped with other display freight.

Dollies must be available in your exhibit space at your target time. If your dollies are not arriving in your boats, they must be sent to the advance warehouse separate from other materials. Exhibit materials may be delivered to your exhibit space after boats are in place. Please consult with Expo Freight Services for your freight target times.

Multiple freight deliveries to the staging yard will require special handling fees.

Be prepared for fire marshal inspection. All Carriers/Dealers must have keys and battery to operate fuel gauge for inspection. Boats with fuel will not be approved for move-in.

After Fire Marshal approval:

All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of gas vapors. The screw type cap located on the gunnels is considered sealed. At least one battery cable shall be removed from the batteries used to start the engine. The disconnected battery cable shall then be taped.

Once boat(s) are unloaded, vehicles must be removed from the show grounds immediately. Drivers must stay with their vehicle while on show site at all times. Any vehicle left unattended and/or parked on the grounds will be towed at owner's expense.

In-Water Boat Displays

Boats on water will also have a specific move-in day and time (target). In-water displays will be scheduled as necessary to build marina. Please consult with your ERM for estimated time frame.

The MIBS dock master will be monitoring the radio throughout the move-in, show, and move-out. MIBS Dock Master can also be reached by cell phone. Radio channel and phone numbers will be published in January, 2018.

The Rickenbacker Marina Fuel Dock will be open 7 days a week from 8:00 a.m. – 6:00 p.m. for fuel purchases.

SPEED ZONE RESTRICTIONS

Please make sure that all captains have received maps of the Biscayne Bay Areas to include Manatee Zones and Channels to avoid any shallow and sea-grass sensitive bay areas.