

**Miami International Boat Show and Strictly Sail
Exhibitor Checklist 2010**

**Check When
Completed**

Housing Arrangements	A.S.A.P.	_____
Publicity Notice Form	A.S.A.P.	_____
Exhibitor Boat Information Form (In Water)	Nov. 20, 2009	_____
Exhibitor Boat Information Form	Nov. 20, 2009	_____
Scaled Layout of Boat Exhibit	Nov. 20, 2009	_____
Certificate of Liability Insurance	Dec. 4, 2009	_____
Structural Permit Application	Dec. 4, 2009	_____
Boat Dolly Rental Order Form	Dec. 15, 2009	_____
Drayage / Shipping Information Form	Dec. 15, 2009	_____
Directory Advertising Forms	Dec. 15, 2009	_____
Tent Rental Order Form	Jan. 04, 2010	_____
Preferred Customer Ticket Order Form *delivery 15 days from receipt of art work.	Jan. 04, 2010*	_____
Freight Rigging Services Order Form	Jan. 05, 2010	_____
ABF Freight Systems	Jan. 11, 2010	_____
Exhibitor Appointed Contractor	Jan. 11, 2010	_____
Bulk Carpet Order Form	Jan. 14, 2010	_____
Custom Carpet Rental Order Form	Jan. 14, 2010	_____
Custom Rental Exhibit Order Form	Jan. 14, 2010	_____
Installation Blueprints to Contractors	Jan. 14, 2010	_____
International Freight & Customs	Jan. 14, 2010	_____
Sign Hanging Order Form	Jan. 14, 2010	_____
Outdoor Furniture and Carpet Order Form	Jan. 14, 2010	_____
Booth I.D. Sign Order Form	Jan. 14, 2010	_____

Custom Sign Order Form	Jan. 14, 2010	_____
Labor Order Form	Jan. 14, 2010	_____
Meeting Room Request Order Form	Jan. 15, 2010	_____
Exhibitor Credential Order Form	Jan. 15, 2010	_____
Exhibitor Guest Tickets Order Form	Jan. 15, 2010	_____
Telecommunications Order Form	Jan. 20, 2010	_____
Internet Order Form	Jan. 20, 2010	_____
Audio Visual and Computer Order Forms	Jan. 21, 2010	_____
Electrical Services Order Form	Jan. 22, 2010	_____
Furniture Order Form	Jan. 22, 2010	_____
Booth Cleaning	Jan. 29, 2010	_____
Standard Carpet Order Form (in-line booths only)	Jan. 31, 2010	_____
Cell Phones & Handheld Radios	Feb. 01, 2010	_____
Floral & Plants	A.S.A.P.	_____
Photography	A.S.A.P.	_____
Security Guards	A.S.A.P.	_____
NMMA Forms		