

**Miami International Boat Show and Strictly Sail
Exhibitor Checklist 2012**



Items marked with (*) are **REQUIRED** from All Exhibitors.
Items marked with (**) are **REQUIRED** from Boat Exhibitors only.

Links provided directly to order form pdfs or on-line order site for supplier.

On-line ordering is available for NMMA Show Badges, Expo Convention Contractors, Smart City Telecommunications, Edd Helms Electric, Wells Fargo Insurance*, and Spring Valley Floral. Login and password for Expo Convention Contractors will be emailed directly to you in advance once you are an active exhibitor with the Boat Show.

		Check When Completed
Housing Arrangements	A.S.A.P.	_____
Product Promotion Notice	A.S.A.P.	_____
Certificate of Liability Insurance	Dec. 03, 2011	_____*
Shipping Notification Form	Dec. 03, 2011	_____*
Official Show Guide Advertising Forms	Dec. 03, 2011	_____
Structural Permit Application	Dec. 03, 2011	_____
Exhibitor Appointed Contractor	Dec. 15, 2011	_____
Boat Dolly Rental Order Form	Dec. 15, 2011	_____
Exhibitor Boat Information Form (In Water)	Dec. 15, 2011	_____**
Exhibitor Boat Information Form	Dec. 15, 2011	_____**
Scaled Layout of Boat Exhibit	Dec. 15, 2011	_____**
Tent Rental Order Form	Jan. 03, 2012	_____
ABF Freight Systems	Jan. 10, 2012	_____
International Freight & Customs	Jan. 10, 2012	_____
Meeting Room Request Order Form	Jan. 13, 2012	_____
Exhibitor Guest Tickets Order Form	Jan. 13, 2012	_____
Bulk Carpet Order Form – Rental or Installation Only	Jan. 19, 2012	_____**
Sign Hanging Order Form	Jan. 19, 2012	_____

Installation Blueprints to Contractors	Jan. 19, 2012	_____
Electrical Services Order Form	Jan. 19, 2012	_____
Air and Water Service Order Form	Jan. 19, 2012	_____
Telecommunications Order Form	Jan. 19, 2012	_____
Exhibitor Credential Order Form	Jan. 19, 2012	_____*
Audio Visual and Computer Order Forms	Jan. 19, 2012	_____
Freight Forklift Services Order Form	Jan. 24, 2012	_____
Payment Policy –Authorization	Jan. 24, 2012	_____*
Rental Carpet- Custom or Standard Order Form	Jan. 24, 2012	_____
Booth I.D. Sign Order Form	Jan. 24, 2012	_____
Custom Sign Order Form	Jan. 24, 2012	_____
Custom Exhibit Order Form	Jan. 24, 2012	_____
Labor Order Form	Jan. 24, 2012	_____
Booth Cleaning	Jan. 27, 2012	_____
Cell Phones & Handheld Radios	Feb. 01, 2012	_____
Floral & Plants	A.S.A.P.	_____
Photography	A.S.A.P.	_____
Security Guards	A.S.A.P.	_____