

Exhibitor Checklist



Items marked with (*) are REQUIRED from All Exhibitors.
Items marked with (**) are REQUIRED from Boat Exhibitors only.
Items marked with (\$) are deadlines to receive the advance rate.
Premium rates will apply after deadline.

NMMA Forms

[Be My Guest Ticket Order](#)

[Boat Dolly Rental Form](#)

[Certificate of Liability Insurance – Submit to Wells Fargo](#)

[Credentials](#)

[Display Plans – Layout and Height Dimensions – all bulk space](#)

[Exhibitor Boat Information](#)

[Exhibitor Boat Information \(In Water\)](#)

[Housing Arrangements](#)

[Parking](#)

[Scaled Layout of Boat Exhibit](#)

[Show Guide Advertising Forms](#)

[Show Guide Listing](#)

[Trailer and Oversized Vehicle Storage at Staging Yard](#)

Discount Deadline

N/A

N/A

12/15/16*

a.s.a.p.*

11/1/16*

11/1/16**

11/1/16**

a.s.a.p.

2/12/17\$

1/18/17**

12/31/16

12/31/16

2/12/17\$

Service Provider Order Forms

[Expo Convention Contractors – Complete Kit](#)

(all order forms, i.e. booth equipment, labor, cleaning)

[Shipping Notification form to Expo](#)

Bulk Carpet Order Form – Installation Only or Rental

Custom Sign Order Form – Must place order for complimentary booth ID

Exhibitor Appointed Contractor

[Edd Helms Electric Services Order Form for In-Water Displays](#)

[Edd Helms Electric Services Order Form for Up-Land Displays](#)

[Eventstar Tents Rental In-Water Only](#)

Custom Printing on Tents

HVAC for Tents

Tent Only

[Freight – Domestic ABF Freight Systems](#)

[Freight – International Freight & Customs](#)

Great Performances Food & Beverage Booth Catering/Hospitality

[A Green Scene Floral](#)

[Smart Source Audio Visual and Computer Order Forms](#)

[C3 Internet/WIFI/Networking Services](#)

1/23/17

12/18/16*

1/18/17\$

1/23/17

12/11/16

11/1/16\$

1/19/17\$

11/1/16\$

11/15/16\$

12/1/16\$

1/9/17\$

12/18/16

12/18/16

a.s.a.p.

2/6/17

2/6/17

1/23/17