

DISCOVER BOATING™

MIAMI INTERNATIONAL BOAT SHOW®

FEBRUARY 14-18 • 2024

COMPANY NAME: _____

ONSITE CONTACT/TELEPHONE: _____

MEETING ROOM NUMBER: _____

SET-UP GUIDELINES FOR MEETING ROOMS

Please read carefully and refer to the following information for setting-up your Meeting Room and ordering any additional services.

If you find that you need additional items or services not mentioned in this document, please refer to the Miami International Boat Show Exhibitor Manual at

[DISCOVER BOATING MIAMI INTERNATIONAL BOAT SHOW EXHIBITOR KIT](#)

KEYS

You will receive up to two (2) room keys which can be picked-up and dropped-off at the **Show Office – MBCC Room 103**. There will be a \$100.00 charge for each unreturned key. Keys can be picked up in the show office the day your room occupancy starts.

MEETING ROOM ITEMS AT NO CHARGE

The following items, provided by Miami Beach Convention Center, are available for your meeting room at no charge:

- Initial Meeting Room set
- Chairs - for meeting room sets.
- Lecterns - standing only
- Tables - sizes are 8' x 18", 8' x 30" and 6' rounds: all 30" high.

Tables do not come draped or skirted but can be ordered for a fee via Sodexo

Additional costs may be incurred if room changes are needed during the rental period.

All items ordered outside of what is provided at no charge will be billed directly to the Company occupying the Meeting Room by the official contractor providing the service.

OFFICIAL CONTRACTORS

You will receive a separate bill for these services and a separate method of payment will be requested at the time you place the order

AFTER HOURS EVENTS

- To schedule an after hours event - [AFTER HOUR EVENTS ORDER FORM](#)

AUDIO VISUAL/COMPUTERS/OFFICE EQUIPMENT

- **Provider – Everlast Productions.** Please be sure to ask about electrical requirements for various equipment. Link to forms provided below.
- [EVERLAST PRODUCTIONS - AUDIO VISUAL ORDER FORM](#)
- [RIGGING ORDER FORM - EVERLAST PRODUCTIONS](#)
- **Deadline for Advanced Pricing: January 25, 2024 – 14 Business days prior to show opening**
- **Email:** MBAV@everlastproductions.com
- **Phone - (305)753-2441**

EXHIBITOR CATERING

- **Provider – Sodexo Live!** A Catering/Conference Manager will be assigned to you once initial contact is made. Sodexo will provide 8' rectangle tables for food and beverage placement unless otherwise requested. Link to forms provided below.
- [EXHIBITOR CATERING MENU AND ORDERING INSTRUCTIONS](#)
- [EXHIBITOR CATERING ORDER FORM](#)
- **Email:** cateringmbcc@sodexo.com
- **Phone - (786) 276-2700**

ELECTRIC

- **Provider – Edd Helms Electric.** Link to forms provided below.
- **Deadline for Advanced Pricing: January 5, 2024**
- [ELECTRICAL ORDERING INSTRUCTIONS](#)
- **Contact:** tradeshows@eddhelms.com
- **Phone - (954)595-1600**

CUSTOM FURNITURE/FREIGHT

- **Provider – Expo Convention Contractors.** Link to forms provided below.
- **Deadline for Advanced Pricing: January 30, 2024**
- [EXPO CONVENTION CONTRACTORS - CUSTOM FURNITURE/FREIGHT](#)
- **Phone - (305)751-1234**

TELECOMMUNICATIONS – INTERNET/PHONE/VIDEO/WI-FI

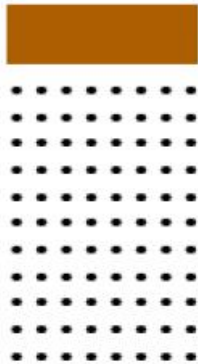
- **Provider – Smart City.** Link to forms provided below
- [SMART CITY INTERNET/TELEPHONE ORDERING GUIDE](#)
- [SMART CITY ORDER FORMS](#)
- **Deadline for Advanced Pricing: January 25, 2024 – 14 Business days prior to show opening**
- **Phone - (888) 446-6911**

MEETING ROOM ORDER STEPS

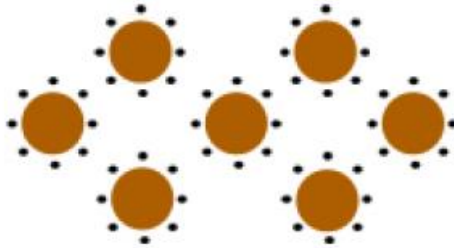
- **Step 1:** Complete the Meeting Room Set Requirements Sheet
- **Step 2:** Sketch layout of your room **IF DIFFERENT** than the typical set shown immediately below. If applicable, please note the placement of podiums, head tables, or risers in the diagram along with seating style. The items provided by the Miami Beach Convention Center at no charge will be ordered automatically
- **Step 3:** return all pages to your contact.

MEETING ROOM SETS

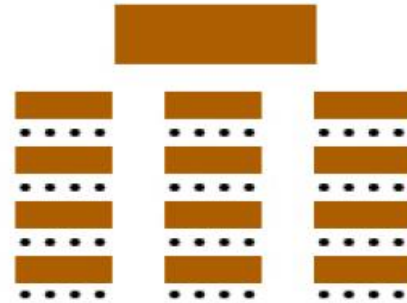
Theatre-Style



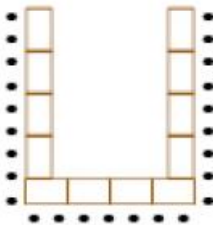
Banquet-Style



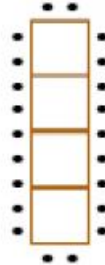
Classroom-Style



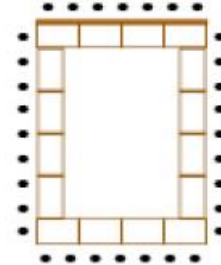
Horseshoe



Boardroom



Hollow Square



MEETING ROOM SET REQUIREMENTS SHEET

Company Name: _____ Booth Number: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Onsite Contact: _____

Onsite Contact Job Title: _____

Onsite Contact Phone - Mobile: _____

Onsite Contact email: _____

Meeting Room Number: _____ No. of people attending: _____

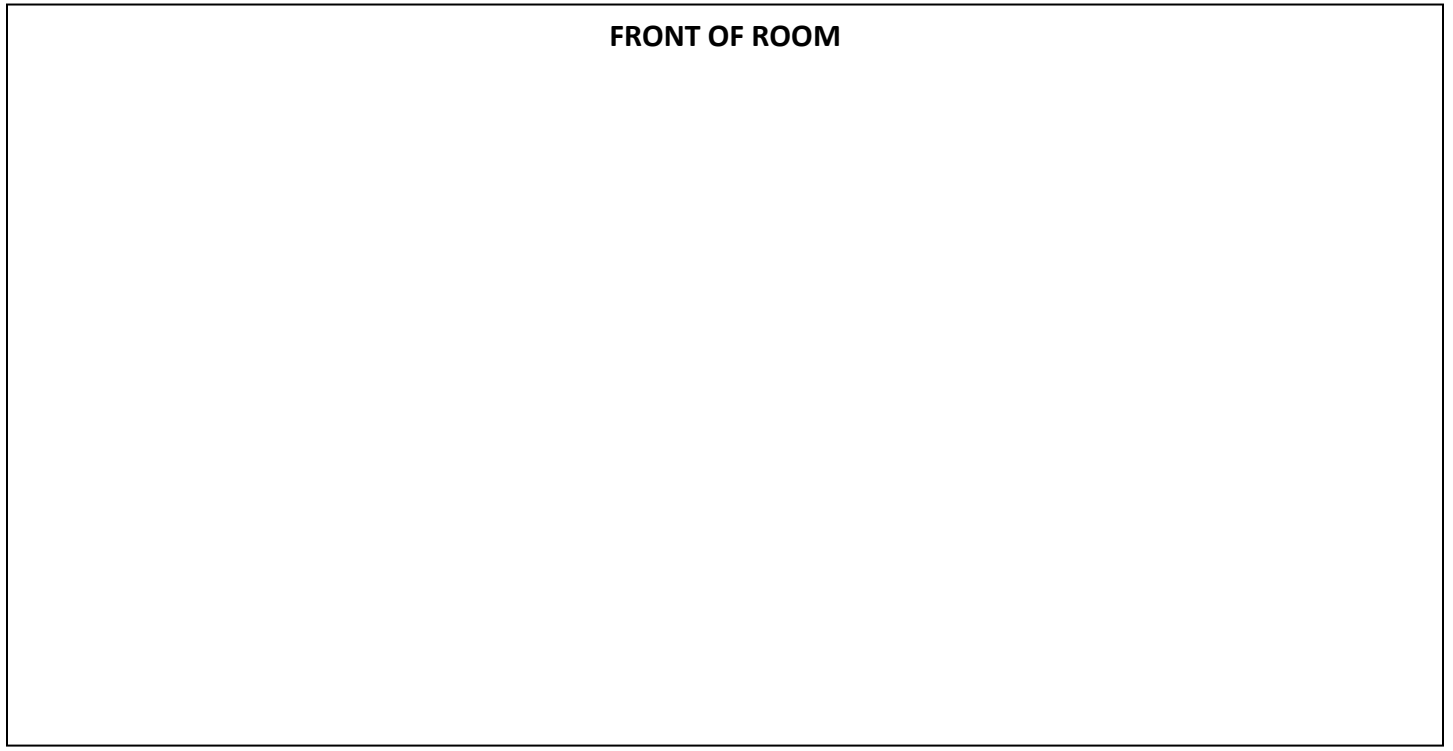
Function Date(s) and Day(s): _____

Function Start Time: _____ Function End Time: _____

Room to be set by (Date & Time): _____

Room Style: _____ For How many people? _____

ROOM DIAGRAM



Additional Needs:

- Podium
- Stage/Riser
- Head Table: For How Many? _____

- | | | |
|--|-------|------|
| Will you be ordering Audio Visual? | ▪ Yes | ▪ No |
| Will you be ordering Catering? | ▪ Yes | ▪ No |
| Will you be ordering Electric? | ▪ Yes | ▪ No |
| Will you be ordering Freight Services from Expo? | ▪ Yes | ▪ No |
| Will you be ordering Furniture from Expo? | ▪ Yes | ▪ No |
| Will you be ordering Internet or Wi-Fi services? | ▪ Yes | ▪ No |