

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, and
 Premium rates will apply after deadline.



NMMA Forms

[Parking](#)

[Housing Arrangements](#)

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

[Exhibitor Boat Information \(Up Land\)](#)

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

[Tents with Air-Conditioning for In-Water Displays](#)

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

Show Guide Advertising Forms

Show Guide Listing

[Scaled Layout of Boat Exhibit](#)

[Be My Guest Ticket Order](#)

[Boat Dolly Rental Form](#)

Discount Deadline

a.s.a.p.

a.s.a.p.*

11/1/17

11/1/17**

11/1/17**

11/20/17\$

12/15/17*

12/31/17

12/31/17

1/18/18**

N/A

N/A

Service Provider Order Forms

[Expo Convention Contractors – Complete Kit](#)

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

Bulk Carpet Order Form – Installation Only or Rental

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

Exhibitor Appointed Contractor

1/22/18

1/22/18

1/22/18

12/1/17

Edd Helms

[Electrical Services Order Form for In-Water Displays](#)

[Electrical Services Order Form for Up-Land Displays](#)

12/1/17

1/19/18

Eventstar

[Complete Kit](#)

Tent Rental with Custom Printing on Tents

Tent Rental In-Water Only

HVAC for Tents

Tent Only

Full payment must be received before order is processed

11/15/17

11/20/17

12/1/17

1/9/2018

Great Performances

[Booth Catering/Hospitality](#)

a.s.a.p.

Service Provider Order Forms cont.

SmartSource

[Audio Visual and Computer Order Forms](#)

2/8/18

ZikZak-YoYoDyne

[Internet/WIFI/Networking Services](#)

1/23/18

A Green Scene

[Floral](#)

2/5/18

Shipping/Freight

[Shipping Notification form to Expo](#)

12/17/17

[ABF Freight Systems](#)

12/18/17

[International Freight & Customs](#)

Completed Information Sheet

7 days prior to arrival

Deadline to Port of Miami

1/30/18

Deadline to Miami Airport

2/5/18