

INTRODUCTION

The National Marine Manufacturers Association is pleased to welcome you back to the 24th Nashville Boat & Sportshow, January 6 through January 10, 2010.

These instructions will answer your questions and provide you with important show information. This on-line version was created to provide convenient access to all show information and order forms, and we encourage you to read all the information contained herein.



SHOW LOCATION

Nashville Convention Center
601 Commerce St.
Nashville, TN 37203

SHOW DATES & HOURS

Move-in

Sunday, January 3: 8:00 a.m. - 5:00 p.m.
Monday, January 4: 8:00 a.m. - 5:00 p.m.
Tuesday, January 5: 8:00 a.m. - 5:00 p.m.
Wednesday, January 6, 8:00 a.m. - 11:00 a.m.

* All exhibits must be ready by show opening.

Show Hours

Wednesday, January 6: * 5:00 p.m. – 10:00 p.m.
Thursday, January 7: * 5:00 p.m. – 10:00 p.m.
Friday, January 8: *12:00 p.m. – 10:00 p.m.
Saturday, January 9: *10:00 a.m. – 10:00 p.m.
Sunday, January 10: *11:00 a.m. – 5:00 p.m.

* Exhibitor Access is 2 hours prior to show open.

Move-out

Sunday, January 10: * 5:01 p.m. - 10:00 p.m.
Monday, January 11: 8:00 a.m. - 2:00 p.m.

*See move-out information for deadlines.

SHOW WEBSITE: www.NashvilleBoatShow.com

Exhibitor Kits, Order forms, Allocation Procedures & Display Guidelines can be found on the show website.

SHOW OFFICE

The Nashville Boat & Sportshow Office will be in Room 203 beginning Sunday, January 3rd located on 2nd floor lobby, of the Nashville Convention Center. Please call or stop by with any questions or comments for us. We are here to assist you.

PRIOR TO THE SHOW

Kim Muncy, Show Manager: 502-957-1666
Pam LaFollette, Sales Manager: 502-957-1666

kmuncy@nmma.org
plafollette@nmma.org

NMMA Louisville Main Office
143-A Arnold Drive
Shepherdsville, KY 40165
Ph: 502-957-1666 Fax: 502-957-1690

OFFICIAL SERVICE CONTRACTORS

Nashville Convention Center

601 Commerce St.
Nashville, TN 37203
Ph: 615-742-2100 Fax: 615-742-2014
www.nashvilleconventionctr.com

- ◆Electrical, Plumbing
- ◆Telephone-Internet Connection
- ◆Security
- ◆Audio/Visual, Computer Services
- ◆Booth Cleaning

Find order forms under the "Order Forms" tab

George Fern Decorator Services

125 Fernco Drive
Nashville, TN 37207
Ph: 615-256-0357 Fax: 615-256-0490

- ◆Display Booth Furniture
- ◆Exhibit Installation & Dismantling
- ◆Carpet Rental, Installation
- ◆Material Handling, Freight Services
- ◆Floral Services, Plants
- ◆Sign Orders

Find order forms under the "Order Forms" tab

Renaissance Nashville Hotel

611 Commerce Street
Nashville, TN 37203
Phone: 615-255-8400
www.renaissancehotels.com/bnash

- ◆Official host hotel for 24th Nashville Boat & Sportshow

Find order form under the "Order Forms" tab

EXHIBITOR CHECKLIST

To Have A Successful Show...

Order Form	Due Date
Signed Contract for Exhibit Space	Now Due
Deposit #1 Due	July 1, 2009
Deposit #2 Due	August 15, 2009
Official Show Directory Advertising Form	September 19, 2009
Final Deposit for Exhibit Space	November 2, 2009
Official Show Directory Listing Form	November 15, 2009
Move-in/Move Out Schedule	December 1, 2009
Exhibitor Credential Order Form	December 1, 2009
Exhibitor Guest Ticket Order Form	December 1, 2009
Exhibitor's Certificate of Insurance	December 1, 2009
Working Dealer Information Form	December 1, 2009
Hotel Arrangements Order Form for Renaissance Nashville Hotel	December 14, 2009
Decorator Carpet Order Form	December 21, 2009
Decorator Cleaning Service Order Form	December 21, 2009
Decorator Display Labor Order Form	December 21, 2009
Decorator Furniture Order Form	December 21, 2009
Decorator Material Handling & Shipping Order Forms	December 21, 2009
Decorator No Services Required Response Form	December 21, 2009
NCC Booth Guard Order Form	December 21, 2009
NCC Business Center Service Order Form	December 21, 2009
NCC Communications & Technology Services Order Form	December 21, 2009
NCC Electrical Service Order Form	December 21, 2009
NCC Gas/Air/Water/Drain Service Order Form	December 21, 2009
NCC Miscellaneous Service Order Form	December 21, 2009
Sign Hanging Order Form (Provider: Renaissance Event Technology)	December 21, 2009
Ovations Food Service Order Form	72 hours prior to delivery
New Product Information Notice	ASAP

Find all order forms under the online Exhibitor Kit located at
<http://www.nashvilleboatshow.com/exhibitors/exhibitorkit.aspx>

Any questions, call our office at (502) 957-1666

GENERAL INFORMATION

AISLE SPACE

Aisle space may not be used for exhibit purposes or for general solicitation of business. Distribution of any literature or other exhibit material is forbidden outside your immediate exhibit area.

BOAT CLEANERS

NMMA must be notified of any boat cleaning company hired to clean your boats. Contractors must file a CERTIFICATE of LIABILITY Insurance with the NMMA no later than December 4, 2009 (See example in the "ORDER Forms" tab). All boat cleaning companies must abide by the rules regarding early and late building access, have appropriate credentials, and meet all security, insurance and convention center requirements.

BOOTH CLEANING

You are responsible for ordering cleaning service to empty wastebaskets and vacuum carpet. This is a special order service not included in your exhibit space cost. An order form is included in the "Order Forms" tab. NMMA is responsible for aisle cleaning, restrooms and public trash bins.

BOOTH EQUIPMENT PROVIDED

◆ Booth Space

Each booth space will be set with 8' high blue & white back drape, 3' high side drape divider (same colors) and one (1) 10" X 10" identification sign at no additional charge to you (additional signage can be ordered directly with the official show decorator: George Fern Co). Be sure to order your electrical service requirements from the convention center electrical contractor prior to your carpet installation). Order forms are located in the "Order Forms" tab.

◆ Boat/Bulk Space

Bulk exhibitor space is not provided with drape or identification signs. If your exhibit space requires pipe and drape or signage, it can be ordered directly with the official show decorator: George Fern Co. Please be sure to order your electrical service requirements from the convention center electrical contractor prior to your carpet installation. Order forms are located in the "Order Forms" tab.

CONDUCT of EXHIBITORS

All booths must be set and operational by 4:00 pm, Wednesday, January 6, 2010. All exhibits must be staffed during all show hours everyday. Only those companies that have contracted for exhibit space are permitted to demonstrate product, solicit orders or distribute advertising at the show. Sales, signage, models, and distribution of literature and/or promotional items must be confined to your exhibit space.

DIRECTORY ADVERTISING

Make sure your investment at the Nashville Boat & Sportshow really pays off for your company! You can advertise in the official show directory produced by SOUNDINGS publications and be seen by everyone at the show and long after! Advertising information and order forms are located in the "Order Forms" tab. **SOUNDINGS is the only official Nashville Boat & Sportshow Directory producer. Do not allow yourself to be sold on other publishers claiming to be directory producers.**

ALL information regarding the Official Show Directory for the Nashville Boat & Sportshow will come directly from the show Sales Manager (Pam LaFollette) and will have her name on it. Be wary of any other solicitation for 'free' listings. If you receive any information regarding a directory listing and have questions, please do not hesitate to call Pam at 502-957-1666.

FOOD & BEVERAGE SERVICE

All food and beverage utilized during the show must be ordered through Ovations, the exclusive provider for the Nashville Convention Center. Any exhibitor planning to conduct food or beverage sampling in their exhibit space must first notify and receive written approval from Nashville Boat & Sportshow management. You can contact us at (502)957-1666 or fax: (502)957-1690. An order form is available in the "Order Forms" tab.

HOTEL ACCOMMODATIONS

Room blocks have been secured at the Renaissance Nashville Hotel located in downtown Nashville. They offer a limited number of specially discounted guest room rates for Nashville Boat & Sportshow exhibitors. Be sure to mention that you are with **the Nashville Boat & Sportshow** to receive the following special rate:

<u>Renaissance Nashville Hotel</u>	<u>Discounted Rate:</u>
611 Commerce Street	Single: \$135.00
Nashville, TN 37203	Double: \$145.00
Tel: 615-255-8400	Triple: \$155.00
Deadline: December 14, 2009	Quad: \$165.00
All rates subject to hotel occupancy tax, currently (15.25% plus \$2.50/day lodging tax) subject to prevailing tax at time of check-in.	
www.renaissancehotels.com/bnash	

Additional Nearby Hotels

Hilton Suites Nashville

121 Fourth Ave. South
Nashville, TN
Tel: 615-620-1000
www.hilton.com

Best Western Downtown Convention Center

711 Union Street
Nashville, TN
Tel: 615-242-4311
www.bestwestern.com

The Sheraton Hotel

623 Union Street
Nashville, TN
Tel: 615-259-2000
www.sheraton.com/nashvilledowntown

LOST CHILDREN & RELATIVES

All lost children and relatives should be brought to the NMMA show office immediately. The Nashville Boat & Sportshow Office is located in Room 203, located on 2nd floor lobby of the Convention Center.

PARKING

Parking is available throughout the downtown Nashville area. Please note most lots will be designated event parking and will cost \$5-10. All parking lots near the Convention Center are privately owned. For more information about parking in the downtown area, visit www.parkitdowntown.com or www.visitmusiccity.com.

There is absolutely no parking available inside the facility or tunnel.

PUBLICITY

To assist with local radio and television pitches, we would like to know what new or unique products you plan to exhibit at the show. Please complete the New Product Information form in the "ORDER Forms" tab. In addition, if you plan to do something special at your exhibit such as bring in a celebrity, we can help promote this to the local media at no cost to you.

TELECOMMUNICATIONS

The Nashville Convention Center provides all exhibit space phone & internet service requirements (order form located in the "Order Forms" tab. Please plan your cell phone requirements accordingly.

WEB SITE LINKS

Partner with the Nashville Boat & Sportshow - Link to our web site! Encourage your customers to visit your booth at the Nashville Boat & Sportshow with a reciprocal link from your company's web site to the show's home page. When a visitor to your web site clicks on the Nashville Boat & Sportshow logo, their browser will open a new window to the Nashville Boat & Sportshow web site on their desktop.

Go to: <http://www.nashvilleboatshow.com/exhibitors/resources/promotional.aspx> and follow the directions on the web page or feel free to call our office with any questions.

WORKING DEALERS/EXHIBITORS

If you are a manufacturer company and will have a dealer displaying product in your contracted exhibit space, please submit a Working Dealer form. This will ensure that we have the correct contact information and prevent misunderstandings and errors. In addition, it will enable us to contact the dealer and keep them abreast of show deadlines and other opportunities as they arise.

Please see the "ORDER Forms" tab for the correct form

Exhibit Services/Display Information

DISPLAY GUIDELINES

The Allocation Procedures and Display Guidelines are a part of the Terms, Rules and Regulations of the contract. By signing the contract, exhibitors agree to be bound by these items. Please refer to the Display Guidelines when considering the following:

Installation	Closing rooms	Vehicles on Display
Construction	Hanging Signs	Demonstrations
Booth and Bulk Exhibit types	Canopies	Display Props
Towers	Static Displays	Character of Exhibits

The Allocation Procedures and Display Guidelines are on the website at:

<http://www.nashvilleboatshow.com/exhibitors/resources/exhibitorkit.aspx>

! ALL DISPLAYS!

Use of nails, screws, or any material which would mark floors or walls of the exhibit hall is strictly prohibited. To ensure safety, Fire Department regulations require that nothing is to be fastened to the sprinkler system anywhere in the building. **Please note: The Nashville Convention Center will only allow KENDALL T-205, TC-19 OR 105 Adhesive Tape to be used for carpet installation.**

BOATS ON DISPLAY

1. Boats or vehicles on display that have an interior space of over 100 square feet of space that can be occupied shall have a battery operated smoke detector installed in that space.
2. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
3. Fuel and water tanks shall not contain any fuel or water due to possibility of unbalanced load shifts.
4. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped and secured. Removal of the wire to the starter will be allowed.
5. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
6. Boat or vehicle projections that are lower than 6'8" shall be protected as to prevent injury. Example: Bow pulpits, boat props, trailer tongues.
7. No propellers may be exposed in open traffic areas.

Platforms

1. Platforms that exceed 30 inches above the floor shall be provided with guardrails as to prevent guests from falling off.
2. There shall be a means to prevent guests from falling off of the platforms from the space between the platform, boat and vehicle that is on display.
3. There shall be no storage under the platforms.
4. Platforms that are over 300 square feet shall be provided with at least two means of egress.
5. Platforms shall be provided with stairs or ramps.
6. Platforms shall be constructed with sturdy materials with adequate cross bracing to prevent collapse.

Stairs

1. Changes in level means of egress shall be achieved by either a ramp or stairs where the elevation difference exceeds 12 inches.
2. Stairs shall be provided with guardrails when they are more than 30 inches above the floor.
3. Stair edges must be marked and visible.
4. Stairs shall be uniform in dimensions.

Guardrails / Handrails

1. Guardrails shall be provided for stairs and platforms when they are more than 30 inches above the floor.
2. Handrails shall be provided for all guardrails on stairs.

- Initial fire and safety code inspection will commence 48 hours prior to show opening and all exhibits must be in compliance 24 hours prior to show opening.
- The Nashville Fire Marshal has final say in all safety requirements.

ENCLOSED EXHIBIT AREAS

All special booth or display construction must meet local, state, federal and convention center building codes. In addition, displays must comply with the NMMA Boat Shows Allocation Procedures and Display Guidelines (available on-line at <http://www.nashvilleboatshow.com/exhibitors/resources/exhibitorkit.aspx>).

ELECTRICAL SERVICE

All electrical service at the Nashville Boat & Sportshow must be exclusively provided by the Nashville Convention Center Electrical Service Department. No installations are provided by the NMMA or the Nashville Boat & Sportshow. Order forms are available in the "Order Forms" tab.

EXHIBIT RULES to SPARK CREATIVITY

Exhibitors are encouraged to step out of the box and break the traditional mold of exhibits that conform to rigid guidelines. The NMMA Show Staff will be open-minded about relaxing guidelines and consider all proposals regarding exhibit displays.

All proposals for exhibit structures and signs still require NMMA approval. As long as the proposal does not interfere with surrounding exhibitors and meets the Nashville Convention Center requirements, it has likelihood of our written approval. Examples of interference refer to blocking sight lines and creating excessive noise.

In the interest of providing the public and other exhibitors with the highest quality of boat show experience, all exhibitors are urged to "dress ship". Draping unsightly cradles or trailers, can be done inexpensively to improve the character of your display, and attract hot prospects!

Deadline for Proposals: December 4, 2009

EXHIBITOR CREDENTIALS

An Exhibitor Credentials order form is located in the "ORDER Forms" tab. Please be sure to complete this application form and return it by December 4, 2009 to the NMMA Louisville office by mail or fax. The maximum number of credentials issued is determined by the amount of square feet for which your company has contracted and **paid in full**. You will find your square footage on your contract for exhibit space. If in doubt, please feel free to contact us at 502-957-1666 or email Pam at plafollette@nmma.org for assistance.

<u>Exhibit Space</u>	<u># of Credentials Allowed:</u>
200 sq. ft. or less	6
201 – 500 sq. ft.	10
500 – 2000 sq. ft.	12
2001 – 3500 sq. ft.	15
Over 3501 sq. ft.	20

Exhibitor Registration will be open on-site at the NMMA Show Office (Room 203) beginning Monday, January 4, 2010 at 8:00 a.m. After show open, the Registration Desk will be at the main entrance facing Commerce Street and will remain so during all open hours of the boat show.

The exhibitor pass allows access to the exhibit areas **TWO HOURS** before show opening each day. Exhibitors pre-registering may have credentials mailed to them or held at the registration desk for pick up. **Please be sure to have your exhibit space paid in full to avoid any unnecessary delays.**

EXHIBITOR GUEST TICKETS

Exhibitor Guest Tickets are available at a rate of \$4.00/ticket. A \$25 non-refundable deposit is required to process your order and will be applied to your final billing. Exhibitors may order an unlimited number of tickets and are only obligated to pay for those tickets that are actually turned in at the gate. Please complete the order form located in the "Order Forms" tab. **Orders will be processed and mailed Signature Confirmation receipt in advance through Friday, December 1, 2009. All orders received after December 1st will be held for pick up in the Show Office.** On-Site orders can be placed at the show office beginning Sunday, January 3, at 8:00 a.m. through all open hours of the boat show.

EXHIBITOR PREFERRED GUEST TICKETS

You may order custom design PREFERRED GUEST TICKETS with YOUR company name, YOUR logo, and YOUR own advertisement on them! You supply us with the film and match print, and we will do the printing for you! You'll be billed separately for the cost of printing and production. NMMA will accept these special guest tickets at only the show(s) you specify to us. You'll only pay ½ of the face value for those customers that actually use a ticket at the door to attend the show. Please contact, Susan Lokaj at 312-946-6244 for more information.

EXHIBITOR SERVICE CENTERS

The NMMA Show Office (Room 203) is located in the 2nd level Lobby of the Convention Center. It will be open at 8:00 a.m. on Sunday, January 4, 2010 and will remain so during all open hours of the boat show.

George Fern Co. Decorator Services and the **Nashville Convention Center service desks** will be located in Room 103 on the 1st floor lobby of the convention center beginning Monday, January 4, 2010 at 12:00 noon. Please be sure to place your booth service orders prior to the discount deadline date(s) identified in this exhibitor kit to maximize the savings to your company, and minimize delays to your set-up with last minute service needs you may encounter. Order forms are located in the "Order Forms" tab.

The Nashville Convention Center Business Center is conveniently located on level one outside the exhibit hall and meeting rooms. The Business Center is open Monday thru Friday 8:00 a.m. - 5:00 p.m. Business Center services include faxing, photocopies and computer workstations.

FIRE MARSHAL

The City of Nashville Fire Department is an integral part of safety at the Nashville Convention Center and during the Nashville Boat & Sportshow. Fire Marshals strive to maintain the safety standards established for local and state fire regulations while considering national fire safety trends. Fire Marshals will be on-site prior to the Nashville Boat & Sportshow to inspect for compliance with stairway and railing regulations, smoke detectors, inspect for empty fuel tanks confirming they are free of vapors, and ensuring that you have met the local safety standards.

All exits, hallways, and aisles must be kept clear and unobstructed at all times. Materials used in exhibits must be flamed retardant and are subject to inspection. Flame retardant certification may be requested. Prohibited items include: All straw, hay or live evergreen trees, compressed flammable gases, flammable or combustible liquids, and hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, and other petroleum-based materials).

FIRST AID

The First Aid Center is located on the 1st level lobby next to the Business Center. For the safety of all exhibitors and attendees, an emergency medical person is on duty during show hours. For assistance, please contact an NMMA show floor manager on the show floor wearing the familiar red polo shirt during set-up and tear-down, or contact the Show Office.

TENNESSEE SALES TAX REQUIREMENTS

Exhibitors must register with the Tennessee Department of Revenue prior to bringing product into the State of Tennessee for sale at the show. The Department of Revenue will be on site checking for your compliance with Tennessee Law. We urge your cooperation. Additional information may be found by calling 1-800- 342-1003 or (website: <http://tennessee.gov/revenue/taxguides/salesuse2008.pdf>).

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit any type of gratuity by any service employee for any service(s) should be reported to the Nashville Boat & Sportshow office immediately.

HANGING SIGNS

Hanging signs are only permitted over bulk space and are under the jurisdiction of the Nashville Convention Center. Plans for hanging signs must be approved by Nashville Boat & Sportshow Management. Your sign must be present in your booth on site for your assigned scheduled hanging date and time, or your installation costs will increase due to overall schedule changes necessary, and location accessibility problems. Remember, only orders received prior to the cut-off date will receive discounted rates. Order forms are located in the "Order Forms" tab

On-site orders will only be accepted at the full installation rate and only if equipment availability permits. Please be sure to schedule your sign removals with Renaissance Event Technology no later than your scheduled move-out time. For more information, please contact Gene Yates, Sales Manager, at (615) 742-2236 or Gene.Yates@Renaissancehotels.com.

INSURANCE

All exhibitors are required to adhere to the Insurance & Indemnification guidelines as stated on the contract for Nashville Boat & Sportshow exhibit space. **Certificates of Insurance must be received by NMMA no later than December 4, 2009.** Coverage must be in effect during the entire show period, including installation and dismantle. We suggest you include the full shipment period to and from your facilities. Please refer to the sample certificate in the "ORDER Forms" tab for required limits and contact information.

Wells Fargo Insurance Services is available to those exhibitors who are not otherwise covered under their own policies. Wells Fargo contact information and insurance order form is provided in the Order Forms tab of this kit. Please note that a Certificate of Insurance is also required from your exhibitor appointed contractor to be sent to the operations manager no later than December 4, 2009.

LABOR

Labor for exhibit installation and dismantling can be ordered through George Fern Co. The labor order form is located in the "Order Forms" tab. Under no circumstances is labor to be brought in from "off the street" services. New security regulations in place at the Nashville Convention Center require that all exhibitor personnel have identification at all times.

Craftsman at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to NMMA personnel wearing red polo shirts, or to show office staff.

MATERIAL HANDLING

Please be sure to review freight and material handling rates, secure the appropriate insurances needed, and review the Material Handling Services-Rules & Regulations prior to shipping display products and materials. These regulations can be found in the "Order Forms" tab.

MUSIC PERFORMANCE

Copyrighted music played at your display must have all necessary licenses from the copyright owner or licensing agency representing the copyright order. Music must be contained within your exhibit area and not disturb or distract neighboring exhibits.

SECURITY

NMMA and Nashville Boat & Sportshow management provide basic security for the duration of the show, including move-in and move-out. All exhibitors are required by contract to have insurance for any loss or damage that may occur before, during or after the show. NMMA, the Nashville Boat & Sportshow, the Nashville Convention Center, nor the show contractors will be responsible for the loss or damage of product before, during or after the show, including theft.

FOLLOWING ARE SOME SUGGESTIONS FOR SECURITY PRECAUTIONS:

- Do not indicate the contents on the outside of your cartons or crates. The cartons should be marked by company name & booth number and marked numerically to deter theft.
- Ship locked or bolted crates only. Avoid using small cartons or cardboard boxes for products.
- Furnish complete & accurate bill of lading(s) to your shipping company.
- Do not store un-displayed product in empty crates, under tables or displays.
- Securely cover or close off your display every night.
- Do not display small, easy to conceal products during move-in & move-out.
- Do not leave brief cases, calculators, cameras, cellular phones, etc. in your display.
 - Prototype materials and one of-a-kind items should always be secured.
- You should cover your display with cloth, tarpaulin, sheets, etc. at the close of the show nightly and remove them at morning show opening. This acts as a psychological deterrent and avoids curiosity seekers.
- Pack securely and label all materials quickly at the show break.
- Have an employee remain with your exhibit at all times, including move-in and move-out.
- Report any damage or lost cartons/crates to the show office immediately.
- Issue receipts for products sold at the show.
- If you are conducting retail sales, make change from a belt or waist pack.
- Do not leave your exhibit unattended.

SERVICE ORDER FORMS

Order forms for various services are available on the website under the Order Forms tab:

Nashville Convention Center Order Forms NMMA Order Forms Decorator Order Forms

Return order forms prior to the deadline date in order to take advantage of advance order discounts and avoid paying the floor rate.

SHIPPING INSTRUCTIONS

Please be sure to review freight and material handling rates, secure the appropriate road permits and insurances prior to shipping display products and materials.

TARGETED/DIRECT SHIPMENTS

Direct shipment deliveries to the Nashville Convention Center should be scheduled to arrive no sooner than the first weekday of move-in: Monday, January 4, 2009. The building will not accept advance shipments.

Receipt and material handling to your booth will be charged as per the George Fern Co. order form rates in the Order Forms tab.

Send DIRECT shipments to:

NASHVILLE BOAT & SPORTSHOW
EXHIBITING COMPANY NAME & BOOTH SPACE # _____
c/o: Nashville Convention Center
601 Commerce Street
Nashville, TN 37203

Phone: (615) 742-2000 Fax: (615) 742-2014

ADVANCE SHIPMENTS

You may advance ship your exhibit materials ONLY to the show decorator warehouse (George Fern Co.) where it will be stored. This service includes 30 days free storage prior to the show and transportation to the Nashville Convention Center. These shipments must be received by December 4, 2009. **Weekend deliveries cannot be accepted at the warehouse. Please plan accordingly. All freight must be PREPAID.** No collect shipments will be accepted.

Advance shipment exhibit materials shipped directly to the warehouse will be delivered to your booth space, ready for you to begin set-up by your scheduled move-in time (additional charges for material handling to your booth will be invoiced to you by George Fern Co.).

Send WAREHOUSE SHIPMENTS to:

NASHVILLE BOAT & SPORTSHOW
EXHIBITING COMPANY NAME & BOOTH SPACE # _____
c/o: GEORGE FERN CO.
125 Fernco Drive
Nashville, TN 37207

Phone: (615)-256-0357 Fax: (615)-256-0490

SMOKE DETECTORS

Boats over 100 sq. ft. of interior space must have a smoke detector (temporary battery operated smoke detectors are acceptable). City of Nashville Fire Marshals will be on-site to conduct inspections.

SMOKING

NO SMOKING IS ALLOWED IN THE NASHVILLE CONVENTION FACILITY AT ANY TIME.

FORGET ANYTHING ??? / DON'T SEE IT HERE ???

Please feel free to contact our office with any questions you may have.

NMMA Louisville Main Office
143-A Arnold Drive
Shepherdsville, KY 40165
Phone: (502) 957-1666 or Fax: (502) 957-1690

Kim Muncy, **Show Manager:** kmuncy@nmma.org
Pam LaFollette, **Sales Manger:** plafollette@nmma.org

www.nashvilleboatshow.com



MOVE-IN Information

Exhibitors must be paid in full before move-in will be permitted. An Exhibitor Certificate of Insurance must be on file in the Show Office prior to exhibit move-in. Each exhibitor's cooperation and willingness to work together is greatly appreciated. Due to the layout, it is very important that each exhibitor show consideration for the needs of their fellow exhibitors during moving. If other exhibits have moved in, a late arrival may not be able to get into the show. In addition, all products must be new and have an unassigned certificate of origin. If requested, exhibitors must present the certificate for show management.

Booth Exhibits:

Booth move-in will be on Tuesday, January 5, from 8:00 a.m. until 5:00 p.m., and Wednesday, January 6, from 8:00 a.m. – 11:00 a.m. Exhibitors will enter through the Broadway street tunnel and be directed to the loading dock areas of the Nashville Convention Center for unloading of display items. Once items are unloaded, exhibitors must exit the tunnel immediately. Exhibitors will not be allowed to unload items at the main entrance of the Nashville Convention Center. Booth exhibits which require forklift service need to schedule move-in times with the show manager.

Please note there is not designated parking for the Nashville Boat & Sportshow exhibitors. All parking lots near the Convention Center are privately owned and will cost \$5-10 per day. For more information about parking in the downtown area, visit www.parkitdowntown.com or www.visitmusiccity.com.

Bulk Exhibits:

- ◆ **Boat handling services and equipment (cradles, fork lifts, tow motors, Big Blue, etc.) will NOT be provided for move-in/move-out.**
- ◆ **Exhibitors will be responsible for ALL boat handling, and must adhere to scheduled move-in and out times.** We recommend exhibitors keep their boats on trailers.
- ◆ A move-in schedule will be emailed to the contact person/email address submitted by your company prior to April 30th, 2009 with your exact move-in date(s) and time(s) 2 weeks prior to show opening.
 - The Move-In Schedule will also be available in the online Exhibitor Kit December 1st.
- ◆ NO CEMENT BLOCKS may be used to support boats.
- ◆ Please make arrangements to have electric and sign hanging ordered before scheduled move-in time. Please contact our office with any special carpet installation needs prior to move-in.
- ◆ Be sure to arrive at the designated move-in time, have adequate staff and whatever boat handling equipment needed to proceed with the set-up of the display.
- ◆ Once boats are dropped off, trucks and trailers must exit the building immediately. Do not park inside the facility during move in.
- ◆ All oversize loads require permits. Please make sure you have contacted the appropriate local and state governmental agencies to secure all necessary permits for oversize, weekend and other roadway restrictions that may apply to your display shipment.

CRATES

Crates, when emptied, should be nested and placed in front of your exhibit. Your crates will be stored for the duration of the show if "EMPTY" label stickers are attached. Labels and crating service are available through the show decorator George Fern Co.

Cardboard cartons will not be accepted for storage unless they are knocked down flat, securely tied into bundles and properly labeled. No skids will be accepted for storage unless securely tied and labeled. **DO NOT STORE UNDISPLAYED PRODUCTS IN EMPTY CRATES. All empty crates and cartons will be removed from the exhibit floor by 11:00 a.m. on Wednesday, January 6th.**

FORKLIFT SERVICE

If you require forklift service, please contact the Nashville Convention Center prior to your on site arrival, or contact George Fern Co. for your supplemental booth order requirements.

SHIPPING INSTRUCTIONS

Please be sure to review freight and material handling rates, secure the appropriate road permits and insurances prior to shipping display products and materials.

TARGETED/DIRECT SHIPMENTS

Direct shipment deliveries to the Nashville Convention Center should be scheduled to arrive no sooner than the first weekday of move-in: Monday, January 4, 2009. The building will not accept advance shipments.

Receipt and material handling to your booth will be charged as per the George Fern Co. order form rates in the Order Forms tab.

Send DIRECT shipments to:

NASHVILLE BOAT & SPORTSHOW
EXHIBITING COMPANY NAME & BOOTH SPACE # _____

c/o: Nashville Convention Center
601 Commerce Street
Nashville, TN 37203

Phone: (615) 742-2000 Fax: (615) 742-2014

ADVANCE SHIPMENTS

You may advance ship your exhibit materials ONLY to the show decorator warehouse (George Fern Co.) where it will be stored. This service includes 30 days free storage prior to the show and transportation to the Nashville Convention Center. These shipments must be received by December 4, 2009. **Weekend deliveries cannot be accepted at the warehouse. Please plan accordingly. All freight must be PREPAID.** No collect shipments will be accepted.

Advance shipment exhibit materials shipped directly to the warehouse will be delivered to your booth space, ready for you to begin set-up by your scheduled move-in time (additional charges for material handling to your booth will be invoiced to you by George Fern Co.).

Send WAREHOUSE SHIPMENTS to:

NASHVILLE BOAT & SPORTSHOW
EXHIBITING COMPANY NAME & BOOTH SPACE # _____

c/o: GEORGE FERN CO.
125 Fernco Drive
Nashville, TN 37207

Phone: (615)-256-0357 Fax: (615)-256-0490

MOVE-OUT Information

All exhibits must remain staffed and intact until the official 5:00 p.m. close of the show on Sunday, January 10, 2010. Please do not begin to dismantle your exhibit until the official show closing has been announced. Booth exhibits and exhibits closest to the overhead doors will exit the building first, and must move-out on Sunday evening. Move-out will proceed in a 'reverse order' to move-in. (Basically, the last one in will be the first one out.)

◆Booth Exhibits:

Exhibitors who can hand carry items to their vehicles outside the convention center may do so after the 5:00 p.m. closing Sunday night. We ask that your entire booth be packed prior to loading your vehicle(s) via the Broadway tunnel at the Nashville Convention Center. Vehicles will not be allowed access to the loading ramp without their booth being ready to load. **All booth exhibits must completely vacate the Nashville Convention Center premises no later than midnight (12:00 pm) Sunday, January 10, 2010.**

◆Bulk Exhibits:

Please allow 1 hour after the official 5:00 p.m. show closing for booth exhibits to vacate the building.

Exhibits closest to this door must be removed immediately upon door opening.

Boats cannot be staged at the Nashville Convention Center during Move-Out! The exhibitor will be responsible for having enough staff for entire group of boats to exit. **The Nashville Convention Center must be vacated on Monday, January 11, 2010 no later than 2:00pm. Delays will be billed a minimum of the Nashville Convention Center daily building rate as of 1/1/2010.**

OUTBOUND SHIPMENTS

Exhibitors shipping materials must complete and return the bills of lading to the GEORGE FERN CO. service desk or the Show Office. For additional move-out information please see the show office staff.

DIRECTIONS TO CONVENTION CENTER

From West on I-40:

Follow Nashville signs and exit on Broadway (Exit 209). Turn left. Convention Center is on your left, between 7th and 5th Avenues.

From East on I-40: (Airport)

Follow I-40 West (Memphis signs). Take Exit 209 (Broadway) and turn right onto Broadway Ave. Convention Center is on the left between 7th and 5th Avenues.

From South on I-65:

Take the I-40 West fork (Memphis sign). Exit on Broadway (Exit 209). Turn right onto Broadway Ave. Convention Center is on the left, between 7th and 5th Avenues.

From North on I-65:

Follow I-65 (Memphis sign), it joins I-40. Stay on I-40, following Nashville signs. Exit at Broadway Ave (Exit 209). Turn left onto Broadway. Convention Center is on the left, between 7th and 5th Avenues.

From Southeast on I-24:

Merge with I-40. Follow I-40 West (Memphis sign). Take Exit 209 (Broadway Ave) and turn right onto Broadway Ave. Convention Center is on the left between 7th and 5th Avenues.

From Northwest on I-24:

Join I-65. Follow I-65 until it merges with I-40. Exit on Broadway (Exit 209). Turn left onto Broadway Ave. Convention Center is on the left between 7th and 5th Avenues.