

**Exhibitor Application Instructions**  
**2020 Progressive Insurance Nashville Boat Show**  
**January 9-12, 2020**

□ **Exhibit Areas**

- Like exhibits may be grouped into specialty exhibit areas with similar exhibits. However, exhibit areas are subject to change without notice.
- **Please be advised that, with exception of service animals, dogs and other animals are not permitted within or as a part of an exhibit.**

□ **To Proceed with Application for Exhibit Space**

- Please review the [Allocations Procedures and Display Guidelines](#) information that is part of your contract.
- List all products/brand names in exhibit - If it's not on your contract, it is not permitted in your exhibit.
- INCLUDE A SHOW CONTACT PERSON name, email, and phone number if different than the person signing the contract.
- Send signed contract and a copy of your check to Lorraine via one of the following methods:
  - Mail: NMMA, 143-A Arnold Drive, Shepherdsville, KY 40165
  - Email: [lleveronne@nmma.org](mailto:lleveronne@nmma.org)
  - Fax: 866-590-8907
- Mail deposit to:
  - NMMA (Payment Center)  
P.O. Box 734266  
Chicago, IL 60673-4266
  - Please make all checks out to **National Marine Manufacturers Association**. Checks made out to the specific show name will be returned and can cause delays in the application process.
  - Please include NASH20, contract number, or account ID on your check.
- Online Credit Card and ACH Payments:
  - Contact Lorraine to obtain your personalized link to the Payment Portal
  - ACH Payments preferred
  - Credit card payments of up to \$5,000 per quarter only
- Applications without a full deposit will not be considered.
- **The renewal period will end MAY 1, 2019**. All renewal offers not accepted by that day will expire including point seniority and exhibit location. Exhibit space will be released and made available for sale.
- A countersigned contract will be **emailed** to you as confirmation. If you do not receive one, please contact us.

□ **Payment Schedule:**

- 25% Deposit Due: **MAY 1, 2019**
- 25% Deposit Due: AUGUST 1, 2019
- 50% Balance Due: OCTOBER 1, 2019

□ **Insurance Required for ALL Exhibitors:**

- Insurance is a requirement of your participation. Please note Item #10 on the back of your contract. Move-in will be denied to all exhibitors that have not uploaded an insurance certificate 30 days in advance of the first day of move-in.
- *Do not send certificates of insurance to NMMA*, UPLOAD a PDF of your certificate to the Wells Fargo Collection site. (You do not have to purchase insurance from Wells Fargo, but we will utilize their collection site.)
- **Links for Insurance**
  - To upload:  
<https://wfis-forms.usi.com/webforms/exhibitorsinsurance/certificate.aspx?eventid=687>
  - To purchase:  
<https://wfis-forms.usi.com/webforms/exhibitorsinsurance/getliabilityinsurance.aspx?eventid=687>

**Requirements:**

- Must cover all dates of the show including move-in and move-out (**Jan 6 – Jan 13, 2020**)

- General liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate
- **Must name Nashville Boat Show, NMMA, and the Music City Center as additional insureds**
- **Must have the correct certificate holder listed or certificate will be rejected – see below:**
- Certificate Holder:  
Nashville Boat Show  
c/o NMMA  
231 S. La Salle St., Ste. 2050  
Chicago, IL 60604
  - To view a sample of the Certificate of Insurance, [CLICK HERE](#)
- **Exhibitor Manual & Other Services Order Forms:** <https://www.nashvilleboatshow.com/exhibitor-kit>
  - Review the Exhibitor Manual. It is available online on the Exhibitor Kit webpage.
  - The Exhibitor Kit, venue services, decorator order info, etc. can be found here, too.
- **Official Show Guide & Advertising Form:**
  - Your listing information can be updated via your personalized link to the Exhibitor Portal which will be sent to you with your countersigned contract.
  - The listing is free. You may also purchase ad space within the Show Guide. Contact Alisdair Martin for more info: [alisdair@trmgllp.com](mailto:alisdair@trmgllp.com)
  - TRMG is the publisher of the Official Show Guide and is the ONLY company associated with the show.
  - **Other unaffiliated companies may solicit your information under the guise of “free” or “show guide” listings. Be wary of what you sign!**
- **Manufacturers:**
  - Submit a [Working Dealer Form](#) so that information can be passed along to your exhibitor.
- **Checklist:**

Provider	Task	Due
NMMA	Contract + 25% Deposit	<b>May 1<sup>st</sup></b>
NMMA	2nd payment of 25% of space due	August 1 <sup>st</sup>
NMMA	Final/Remaining Balance Due	October 1 <sup>st</sup>
NMMA	Review Exhibitor Manual in online Exhibitor Kit	<b>Today</b>
NMMA	Working Dealer Form (for Manufactures whose dealers will man the space)	<b>With contract</b>
NMMA	Exhibitor Layout of Space (Bulk)	November 1 <sup>st</sup>
NMMA	Featured Product Showcase (Booth & Bulk)	November 1 <sup>st</sup>
Wells Fargo	Certificate of Insurance (All Exhibits)	November 15 <sup>th</sup>
NMMA	Official Show Guide Listing (update online)	November 15 <sup>th</sup>
NMMA	Exhibitor Credential Order Placed (for mailing via USPS)	December 1 <sup>st</sup>
NMMA	Be My Guest Tickets Order Placed (to receive via USPS)	December 1 <sup>st</sup>
NMMA	Move-In/Move-out Schedule	<b>Online December 1<sup>st</sup></b>
MCC	Electrical Services	December 15 <sup>th</sup>
MCC	Air/Water/Drainage order Form	December 15 <sup>th</sup>
MCC	Rigging Form	December 15 <sup>th</sup>
MCC	Communications Order Form	December 15 <sup>th</sup>
George Fern	Decorator Carpet Rental Order Form	December 15 <sup>th</sup>
George Fern	Decorator Furniture Rental (Chairs, tables, etc.)	December 15 <sup>th</sup>
George Fern	Decorator Display Labor, In Booth Forklift Service	December 15 <sup>th</sup>
George Fern	Decorator Sign Hanging Services	December 15 <sup>th</sup>

**CONTACTS:**

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Show Manager  
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[kmuncy@nmma.org](mailto:kmuncy@nmma.org)

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Exhibitor Relationship Manager  
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Fax: (866) 590-8907  
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