



EXHIBITOR MANUAL

GENERAL INFORMATION

Deadlines and Checklist General
Information Contacts
Floor Plan

Move In Notice - Coming Soon
Move In Schedule - Coming Soon

SHOW RULES & REGULATIONS

Display Regulations
Rules and Regulations
Security Precautions
Limits of Liability & Responsibility
Playing of Music
Exhibitor Liability Insurance Notice
SAMPLE Certificate of Insurance

HOTEL & TRAVEL

Hotel Reservations
Directions and Parking
Public Transportation

MOVE IN/OUT & SHIPPING

Exhibit Installation
Exhibit Removal
Freight Shipping Procedures
Move In Schedules
Truck Route
Staging & Trailer Storage

REGISTRATION & CREDENTIALS

Exhibitor Credential & Ticket Info
Exhibitor Credentials
Exhibitor Guest Tickets
Will Call List

BALTIMORE CENTER INFORMATION

Utilities Forms (Electrical, Plumbing)
Telecommunications Form
Audio / Visual Form

DECORATOR INFO

Demers Event & Expo Order forms
Credit Card Authorization Form
Furniture & Accessories
Signs and Graphics
Labor & Cleaning

PRESS & MARKETING

Press Coverage
TRMG Ad Specs
TRMG Publication
Sponsorship Opportunities

EXHIBITOR SERVICE FORMS

Deadlines and Checklist
NMMA Payment Portal
Boat Information & Layout Form
Show Guide Listing Info
Working Exhibitor Info Form
Out of State Sales Tax Form
Exhibitor Affidavit

DEADLINES AND CHECKLIST



GENERAL INFORMATION

Deadlines and Checklist

General Information

Contacts

Floor Plan

ITEM	DUE DATE
NOVEMBER	
<input type="checkbox"/> Exhibitor Credentials	Due Now
<input type="checkbox"/> Be My Guest Tickets	Due Now
<input type="checkbox"/> Will Call List	Due Now
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	Due Now
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	Due Now
DECEMBER	
<input type="checkbox"/> Show Guide Information	December 14
<input type="checkbox"/> Boat Information and Layout	December 14
<input type="checkbox"/> Comptroller of Maryland—Exhibitor's Affidavit	December 14
<input type="checkbox"/> Working Exhibitor Information Form	December 14
JANUARY	
<input type="checkbox"/> Decorator Order Forms (Demers Event & Expo Services)	January 11
<input type="checkbox"/> Edlen Order Forms (Utilities)	January 4
<input type="checkbox"/> MC Dean (Telecommunications)	January 7
<input type="checkbox"/> Projection (Audio / Visual)	January 4
<input type="checkbox"/> Hotel Accommodations	January 2



LOCATION

Baltimore Convention Center
1 W Pratt St, Baltimore, MD 21201

Phone: (410) 649-7000

Web: www.bccenter.org

Entrance: Charles Street Lobby

Halls: A—E



GENERAL INFORMATION

Deadlines and
Checklist

General Information

Contacts

Floor Plan



DATES & HOURS

Move in: Tues, January 22 - Wed, January 23, 7am – 6pm

Show: Thurs, January 24 —10am – 8pm

Show: Fri, January 25 —10am – 8pm

Show: Sat, January 26 —10am – 8pm

Show: Sun, January 27 —10am – 5pm

Move out: Sun, January 27 —5 pm – 9 pm

Move out: Mon, January 28 —7am – 5pm

SHOW OFFICE

Location: Charles Street Lobby, North Show Office

Opens: 8:00 AM – 6:00 pm, January 22 & 23

Telephone: 646-370-0660

REGISTRATION

Location: Charles Street Lobby

Opens: Jan 22-23, 8am—5pm

Show Days: 2 hours prior to show opening



CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

237 West 35th Street
Suite 1006
New York, NY 10001

GENERAL INFORMATION

Deadlines and Checklist

General Information

Contacts

Floor Plan



David Bachinski

Show Coordinator
646-370-3593

Dbachinski@nmma.org



Monica Puentes

Show Administrator
646-370-3660

Mpuentes@nmma.org



Melissa Hall

Exhibitor Registration Manager
954-441-3236

mhall@nmma.org



Alisdair Martin

Show Guide Advertising
847-868-1810

alisdair@trmgllp.com



Josh Rosales

Operations Manager
646-370-3679

Jrosales@nmma.org



Jon Pritko

VP of Northeast Shows
646-370-3645

Jpritko@nmma.org



John Marcinek

Director, Integrated Marketing (Sponsorship)
312-946-6258

jmarcinek@nmma.org



Colleen Richardson

Senior PR Manager
312-946-6201

crichardson@nmma.org

For Credentials

baltimorecredentials@nmma.org

For Guest Tickets

baltimoretickets@nmma.org

Wells Fargo (Liability Insurance)

tradeshow@wellsfargo.com

Demers Event & Expo Services

(Booth Furnishings, Labor, Signs.)

860-882-0003

Info@demersexpo.com

Baltimore Convention Center

(410) 649-7000

Edlen (Utilities)

(410) 649-7321

Baltimore@edlen.com

MC Dean (Telecommunications)

(410) 649-7097

martin.husbands@mcdean.com

Projection (A/V)

410-649-7314

bccexhibits@projection.com

Hotel

Sheraton Inner Harbor

410-962-8300

Baltimore Marriott Inner Harbor
at Camden Yards

410-962-0202

