



EXHIBITOR MANUAL

GENERAL INFORMATION

Deadlines and Checklist
General Information
Contacts
Floor Plan—Land
Floor Plan—Water
Floor Plan—Tents

SHOW RULES & REGULATIONS

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

HOTEL & TRAVEL

Hotel Reservations
Directions and Parking
Public Transportation

MOVE IN/OUT & SHIPPING

Exhibit Installation
Exhibit Removal
Freight Shipping Procedures
Shipping Labels
Move In Schedules
Truck Route

REGISTRATION & WRISTBANDS

Exhibitor Wristbands & Ticket Info
Exhibitor Credentials (Wristbands)
Exhibitor Guest Tickets
Will Call List

TENT RENTAL INFORMATION

Tent Permit Info and Form
Tent and Flooring Order Form

DECORATOR INFO

Demers 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
Working Exhibitor Info
Out of State Sales Tax Form
Parking Pass
Electric Form
Plant and Flower Form
Live Aboard Form
Piling / Finger Removal Form
Float Information



DEADLINES AND CHECKLIST

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Floor Plan—Tents

ITEM	DUE DATE
JULY	
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<input type="checkbox"/> Exhibitor Credentials (Wristbands)	Due Now
<input type="checkbox"/> Working Exhibitor Information Form	Due Now
<input type="checkbox"/> Be My Guest Tickets	Due Now
<input type="checkbox"/> Will Call List	Due Now
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	Due Now
AUGUST	
<input type="checkbox"/> Boat Information and Layout	August 10
<input type="checkbox"/> Show Guide Information	August
<input type="checkbox"/> Tent and Flooring Order Form	August 10
<input type="checkbox"/> Tent Permit & Application for Temporary Structure (If ordering any Tents)	
<input type="checkbox"/> Electrical Service Form	August 20
<input type="checkbox"/> Piling / Finger Removal Form	August 20
<input type="checkbox"/> Featured Products	August 30
SEPTEMBER	
<input type="checkbox"/> Decorator Order Forms	September 6
<input type="checkbox"/> Hotel Accommodations—Hilton Garden Inn	September 6
<input type="checkbox"/> Parking Pass Form	September 7
<input type="checkbox"/> Live Aboard Pass—For exhibitors that will stay in their in-water boat displays	September 7
<input type="checkbox"/> Bruce's Flowers—Plant and Flower Order Form	September 14



LOCATION

Norwalk Cove Marina, Inc.

48 Calf Pasture Beach Road
East Norwalk, CT 06855
Phone: 203 838-2326
www.norwalkcove.com



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DATES & HOURS

Move in—Mon, September 17 - Wed, September 19, 8am – 4pm

Show—Thurs, September 20 10am – 7pm

Show—Fri, September 21 10am – 7pm

Show—Sat, September 22 10am – 7pm

Show—Sun, September 23 10am – 5pm

Move out—Sun, September 23 5pm – 9 pm

Move out—Mon, September 24 - Tues, September 25, 8am – 4pm

SHOW OFFICE

Location: Outside of East Entrance
Opens: 8:00 AM – 7:00 PM Monday, September 17
Telephone: 646-370-0660

REGISTRATION

Location: Outside of East Entrance
Opens: Tuesday, September 18



CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

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

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Show Manager
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Senior PR Manager
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Crichardson@nmma.org



John Marcinek
Director, Integrated Marketing (Sponsorship)
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Alisdair Martin
Show Guide Advertising
847-868-1810
Alisdair@trmgllp.com



Lauren Rosenblatt
Exhibitor Relationship Manager
646-370-3577
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Josh Rosales
Operations Manager
646-370-3679
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Melissa Hall
Exhibitor Registration Manager
954-441-3236
Mhall@nmma.org

For Credentials

norwalkcredentials@nmma.org

For Guest Tickets

norwalktickets@nmma.org

Demers Exposition Services

(Booth Furnishings)

860-882-0003

info@demersexpo.com

Mark Ballard Electrical Services

203-847-5513

Stamford Tent & Event Services

203-324-6222

Bruce's Flowers

203-846-1664

USI Insurance Services (Liability Insurance)

Tradeshaw@usi.com

Norwalk Cove Marina (Facility)

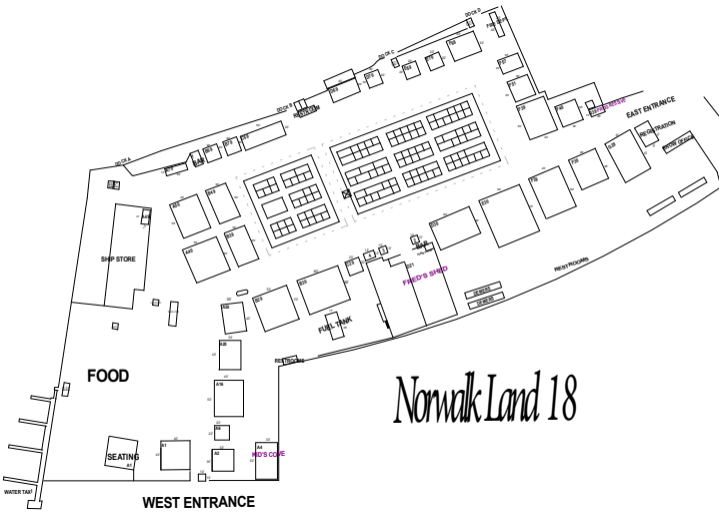
203-838-3681

Trailer Parking / Storage

203-856-4792

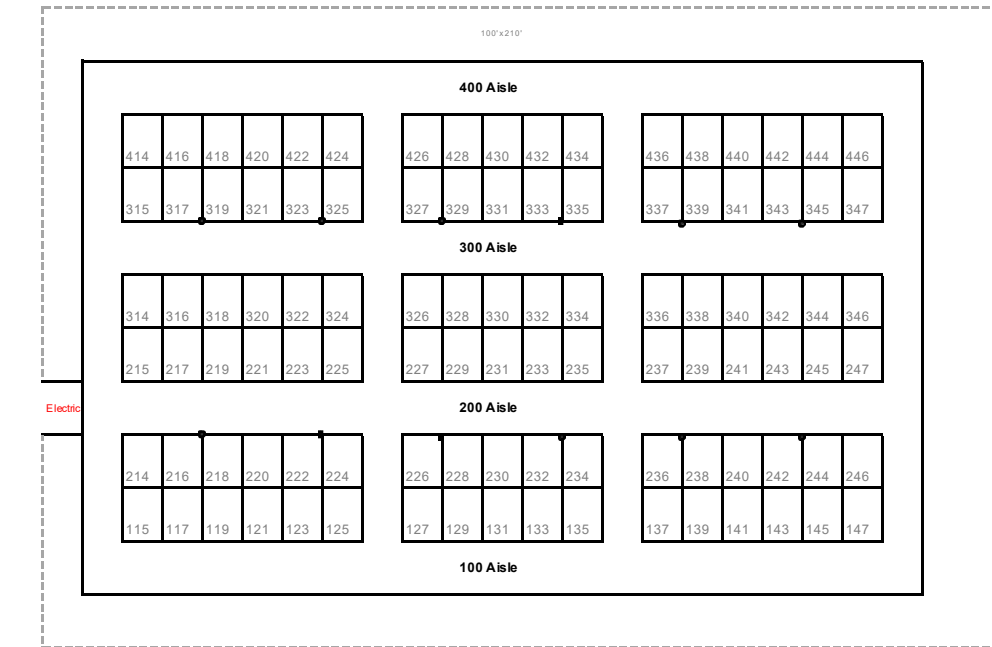
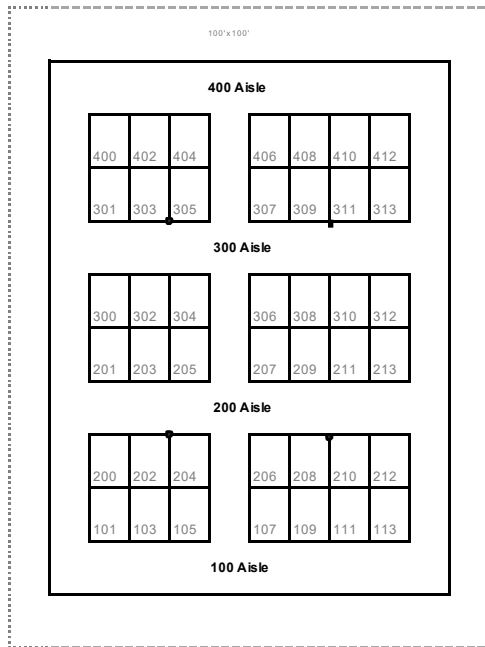
Hotel

(800) 603-4810



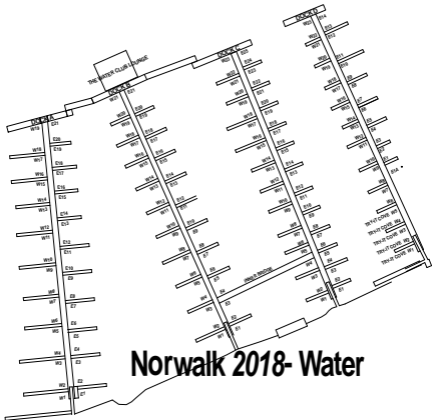
Norwalk Land 18

NORWALK 18 - Tents



Tent Pole = 7"





Norwalk 2018- Water