



EXHIBITOR MANUAL

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DEADLINES AND CHECKLIST

General
Information

Deadlines and
Checklist

General
Information

Contacts

Floor Plan—Land

Floor Plan—Water

Floor Plan—Tents

ITEM	DUE DATE
JULY	
<input type="checkbox"/> Boat Information and Layout	July 21
<input type="checkbox"/> Exhibitor Credentials	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"/> 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
AUGUST	
<input type="checkbox"/> Show Guide Information	August
<input type="checkbox"/> Tent and Flooring Order Form	August 11
<input type="checkbox"/> Tent Permit & Application for Temporary Structure (If ordering any Tents)	
<input type="checkbox"/> Electrical Service Form	August 21
<input type="checkbox"/> Piling / Finger Removal Form	August 21
<input type="checkbox"/> Featured Products	August 31
SEPTEMBER	
<input type="checkbox"/> Decorator Order Forms	September 7
<input type="checkbox"/> Hotel Accommodations—Hilton Garden Inn	September 7
<input type="checkbox"/> Parking Pass Form	September 8
<input type="checkbox"/> Live Aboard Pass—For exhibitors that will stay in their in-water boat displays	September 8
<input type="checkbox"/> Bruce's Flowers—Plant and Flower Order Form	September 15



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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Floor Plan—Water

Floor Plan—Tents



DATES & HOURS

Move in—Mon, September 18 - Wed, September 20, 8am – 4pm

Show—Thurs, September 21 10am – 7pm

Show—Fri, September 22 10am – 7pm

Show—Sat, September 23 10am – 7pm

Show—Sun, September 24 10am – 7pm

Move out—Sun, September 24 7 pm – 9 pm

Move out—Mon, September 25 - Tues, September 26, 8am – 4pm

SHOW OFFICE

Location: Outside of East Entrance
Opens: 8:00 AM – 7:00 PM Monday, September 19
Telephone: 646-370-0660

REGISTRATION

Location: Outside of East Entrance
Opens: Tuesday, September 19



CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

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

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Floor Plan—Water

Floor Plan—Tents



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Colleen Richardson
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Crichardson@nmma.org



Alisdair Martin
Show Guide Advertising
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Alisdair@trmgllp.com



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Exhibitor Relationship Manager
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Josh Rosales
Operations Manager
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Jrosales@nmma.org



Melissa Hall
Exhibitor Registration Manager
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Mhall@nmma.org



John Marcinek
Director, Integrated Marketing (Sponsorship)
312-946-6258
Jmarcinek@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

Wells Fargo (Liability Insurance)

tradeshow@wellsfargo.com

Norwalk Cove Marina (Facility)

203-838-3681

Trailer Parking / Storage

203-856-4792

Hotel

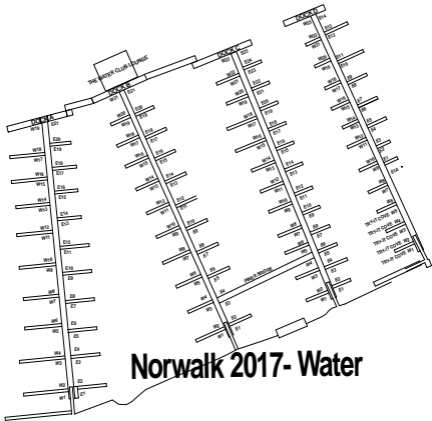
EVEN Hotel Norwalk 203-846-9355

Hilton Garden Inn Norwalk 203-523-4000

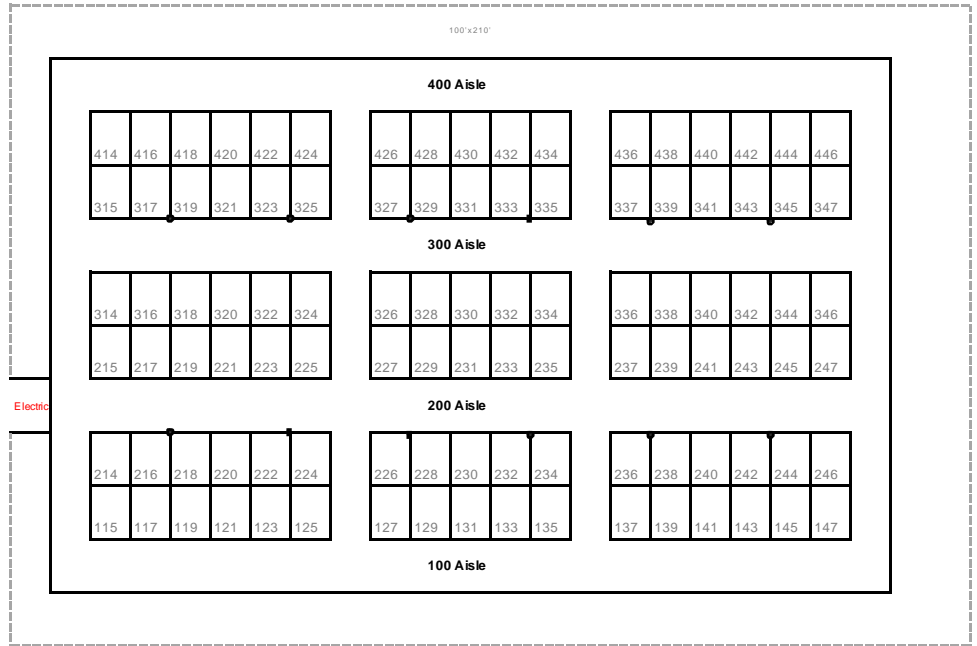
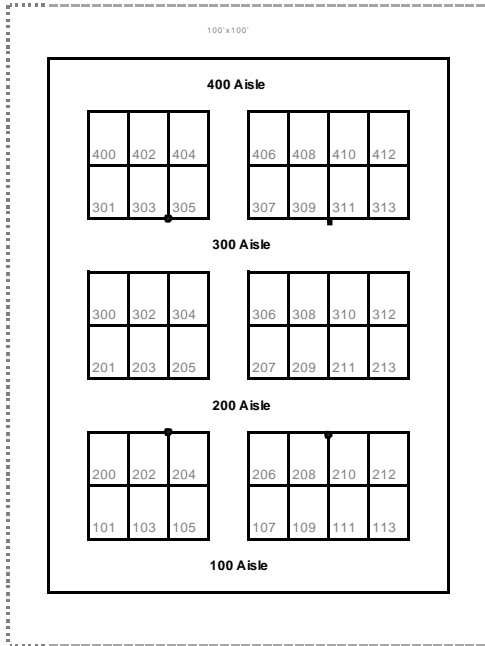


NORWALK 17

WEST ENTRANCE



NORWALK 17 - Tents



Tent Pole = 7"





EXHIBIT INSTALLATION

IN-WATER AND LAND SPACE EXHIBITORS

- Complete and return the BOAT INFORMATION form by July 21.
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 12.
- Pilings - Please let us know if you need any pilings pulled before July 21.
- Boat cleaning for land exhibitors should be completed by 12pm Wednesday, September 20. All cleaning should be completed by 9am on show days. Keep in mind that drainage can be an issue so be conservative with water usage.

IN-WATER EXHIBITORS

- All boats must have ample fenders, electrical cable/extensions and securing dock lines.
- All boats must have operable bilge pumps.
- Docks must be kept clear at all times. Specific requests for exceptions must be submitted in writing to Show Management. Signs, banners or other display materials cannot “bridge” dock unless exhibit is located at the end of a pier, and occupies both sides.
- Security watch: For your protection, exhibitors should assign personnel who will be responsible for your boats/exhibit; and who can be contacted should problems arise during non-show hours.
- A “live aboard” pass is necessary if personnel must stay onboard overnight. Personnel must stay on their boat and not roam the grounds after show hours. Passes are available in page or the Registration Tent at the East Gate during show hours.

BOAT HANDLING

- Boats being handled must arrive according to our targeted schedule. Exhibitors must inform us of boats which require launching, unloading, setting bridges, etc. on the Boat Information form. Exhibitors will be notified of their target date and time by August 12th.
- All handling work will be performed by the Norwalk Cove Marina. The cost of unloading, loading, launching and hauling is included in space rental costs. Exhibitors will be billed for extra service or unusual handling of boats and/or equipment or because of off target arrivals. Any other work will be billed directly by Norwalk Cove Marina.
- Boats will not be handled without an on-site, exhibiting company supervisor to position boats within the display.

BOOTH EXHIBITORS

- Booth exhibitors in tents may begin moving into their spaces on Tuesday, September 19.
- All displays must be “show ready” by Wednesday, September 20, at 5:00 pm.

LABOR

- Additional shore, dockside labor and specialty work can be provided by Norwalk Cove Marina.
- Labor can be ordered from Demers Exhibition Services or at the Demers Service Desk located in the Seminar Hall.



MOVE IN/OUT & SHIPPING

Exhibit Installation

Exhibit Removal

Freight Shipping
Procedures

Shipping Labels

Move In Schedules

Truck Route



EXHIBIT REMOVAL

ALL EXHIBITS

- All tent exhibits must be removed by Noon on September 25.
- All land exhibits must be removed by Noon on September 26.
- In-water exhibitors may depart after 7pm on September 24 as soon as the docks are cleared of visitors.

SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing at 7pm on September 24.
- Vehicles are not allowed within the gates until empty crates have been delivered to each exhibit. It will take approximately one hour to deliver all empties to all exhibitors.
- All vehicles must enter through the East Gate and leave through the West Gate.
- Vehicles may line up along Beach Road to receive their move-out cards
- Hand carried items may leave the grounds at 7pm on September 24: you must wear your exhibitor pass to carry items out.



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IN WATER EXHIBITORS

- The inner bridges will be disconnected September 24, 7:30pm.
- All boats on these bridges must move to facilitate bridge removal.
- All In-Water boats must be removed by noon on September 27.
- Please contact Val, Dock Master at 203-838-2326 x 333 to make arrangements to stay later.

OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Extra bills are available at the show office.



FREIGHT SHIPPING PROCEDURES

EXHIBITOR SHIPPING

- Advance Freight Shipments must be consigned prepaid, and can be received at the Norwalk Cove Marina beginning August 21.
- Freight shipments will not be accepted on weekends. Each carton, crate, etc. should be addressed as follows:

COMPANY NAME, SPACE NUMBER

Norwalk Boat Show
C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855

MOVE IN/OUT & SHIPPING

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SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.

D	DIRECT SHIPMENT
	EXHIBITION FREIGHT

D	DIRECT SHIPMENT
	EXHIBITION FREIGHT

Please print this label on a color printer if possible

Please print this label on a color printer if possible



TO: _____
Full Exhibiting Company Name at Show

TO: _____
Full Exhibiting Company Name at Show

Norwalk Boat Show

Norwalk Boat Show

Name of Exhibition 0830600597

Name of Exhibition 0830600597

BOOTH NUMBER

BOOTH NUMBER

C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855

C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855

Shipment Should Arrive on or Between:

Shipment Should Arrive on or Between:

Monday, Aug 21, 2017 after 8:00 AM - Wednesday, Sept 20, 2017 by 4:00 PM

Monday, Aug 21, 2017 after 8:00 AM - Wednesday, Sept 20, 2017 by 4:00 PM

Carrier _____
 Number _____ of _____ pieces

Carrier _____
 Number _____ of _____ pieces



MOVE IN SCHEDULES

[CLICK HERE FOR LAND MOVE IN SCHEDULE](#)

[CLICK HERE FOR IN WATER MOVE IN SCHEDULE](#)

MOVE IN/OUT & SHIPPING

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Water Move in Procedure

- Each Boat has a specific move-in time— Boats should arrive according to our targeted schedule.
- THE A-B & B-C OUTER BRIDGE WILL BE CLOSED SEPTEMBER 20 BY 10AM
- Please give your captains the slip assignments for your boats as well as the layout for the marina [click here](#)
- Monitor VHF channel 72- ask for “Norwalk Boat Show” NOT Norwalk Cove Marina
- The height of the docks is 33” high from the water line.
- The main dock is 10’ wide and fingers are 4’ wide.
- Please keep in mind that the tide fluctuation is 6-8 feet and 7-11 feet with a full moon
- Please contact the United States Coast Guard 718-354-4191 for updates on NY Waterway & East River restrictions.

Booth Move in Procedures

- In-Line Booths (Large Tents) Can move in September 18-20 from 8am-4pm. All others will have a scheduled time.
- All Exhibitors and shipments must check-in and obtain a move-in card on Calf Pasture Beach Road during these days.
- Forklift assistance will be available at a first come first serve if needed.
- Advanced shipments will be delivered to your space at the start of move in.

Land Boat/Bulk Move in Procedures

Boats must arrive according to our targeted schedule. The Norwalk Cove Marina will perform all handling work. Exhibitors will not be charged for unloading of boats provided that:

- Exhibitor has returned the BOAT INFORMATION form (including display diagram) listing boats and their handling needs.
- Exhibitor has arrived at the Norwalk Cove Marina 30 minutes prior to their target time. Boats not ready for handling at their scheduled time or boats arriving without a reservation will be handled “as able”-- at a time that will not interfere with the handling schedule.
- Exhibitor/Supervisor is on hand to supervise placement of boats within his/her display. Exhibitors will be charged for double handling.
- Drivers should be prepared to leave immediately after unloading trailers or trucks.



TRUCK ROUTE

Norwalk Cove Marina

48 Calf Pasture Beach Road
Norwalk, CT 06855

Norwalk, CT | N 41° 05.180' / W 073° 23.915'

[CLICK HERE FOR DIRECTIONS](#)

MOVE IN/OUT & SHIPPING

Exhibit Installation

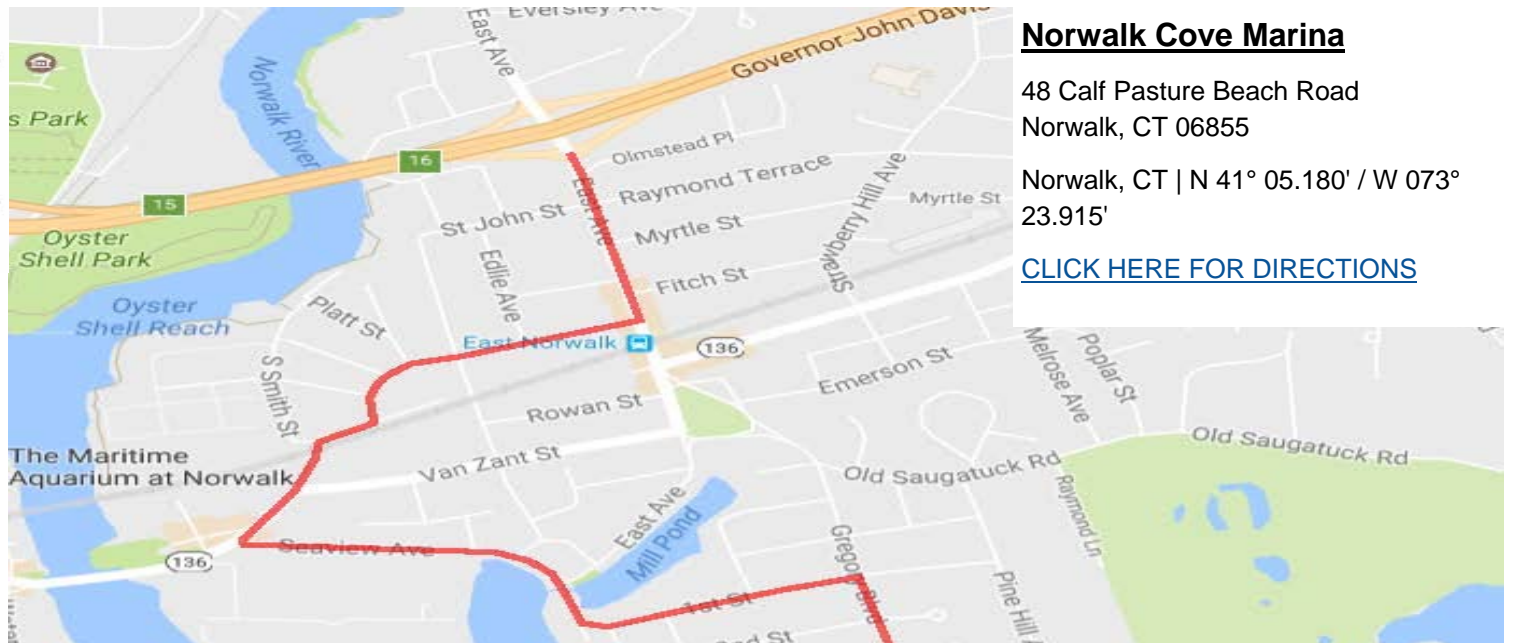
Exhibit Removal

Freight Shipping
Procedures

Shipping Labels

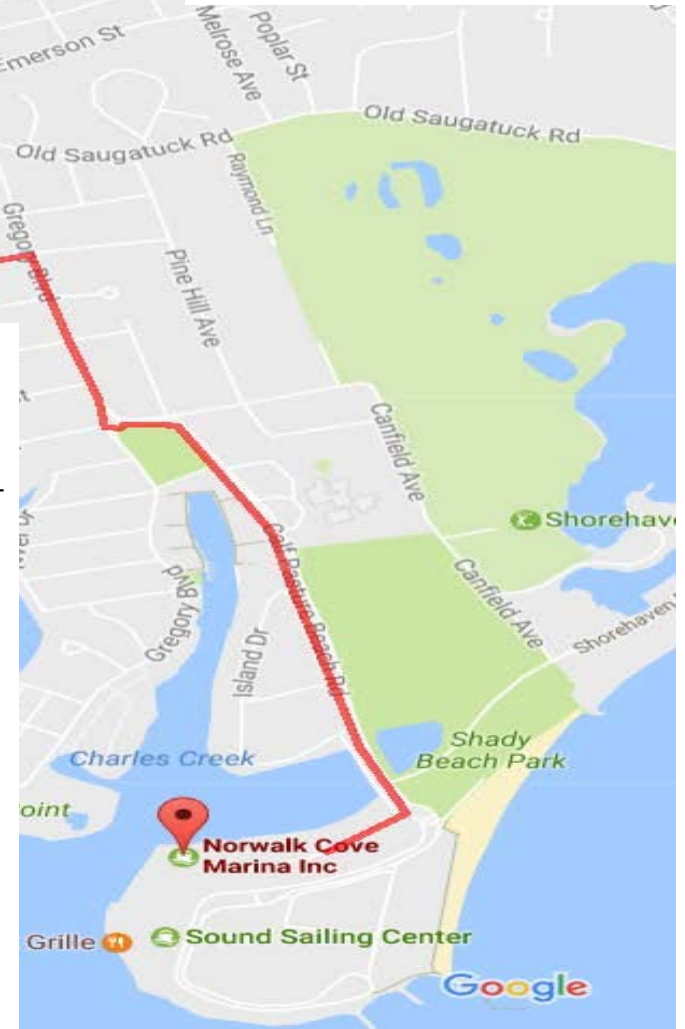
Move In Schedules

Truck Route



TRUCK ROUTE - EXIT 16 I-95 TO NORWALK COVE MARINA

- Exit onto East Avenue (Southbound) from I-95
Proceed approximately three blocks to **Fort Point Street**.
- **Turn right** and Follow Fort Point Street down and around to the rail-road overpass (14'3" clearance).
Under overpass come to Sea View Avenue.
- **Make wide left onto Sea View Avenue** and Follow Sea View Avenue around Veteran's Memorial Park, onto **First Street** and to Gregory Boulevard
- **Turn Right on Gregory Boulevard** and proceed to Fifth Street.
- **Turn Right on Fifth Street.**
- **Make a sharp left, then a quick right (in front of the tennis courts) onto Calf Pasture Beach Road.**
- Proceed down Calf Pasture Beach Road to end.
- **Norwalk Cove Marina is on your right**, just before the entrance to Calf Pasture Beach Park.





PRESS COVERAGE

Feature your **NEW** product or latest introduction in the Progressive Insurance Norwalk Boat Show press kit, online **NEW** product gallery and pre-Show media materials -- it's easy!

Just send a short blurb about the product introduction(s) you're making at the Show and a jpeg or photo, and ... voilà, you'll be there! We release media materials starting in July and put press materials online by mid-August then update all on a regular basis until Showtime. The sooner you send us the information, the more exposure you'll get! (If you are not the person who can make this happen, please pass this information along.

PRESS & MARKETING

Please e-mail your contact and product information (and high resolution jpegs too if available) to Colleen Richardson at 312.946.6201 or crichardson@nmma.org.

To be included in the Show press kit and general pre-Show outreach, please get us your information by Monday, August 7.

Media Coverage at the Show Can Put the Focus on You

Press Coverage

It pays to keep us in the loop. NBS17 coverage comes from the Press Center staff recommending what's a "must-see" on the show floor, along with our up-to-the-minute "What's New & What's Hot" list distributed to media on site. For last minute news right before the show and at the Show, you can add your new product info to our Show "sizzle" by letting the Press Center know your news.

TRMG Publication

TRMG Ad Specs

Sponsorship
Opportunities

Many media still like to work with hard copies or CD's of product information instead of electronic. Please bring 20 press kits or CD's to the Press Center on Wednesday, September 20th, for distribution to the on-site media. If you wish to send them in advance, please contact Colleen Richardson at 312.946.6201 or crichardson@nmma.org for shipping instructions.

Please be sure to include your company's contact person or outside public relations firm with a phone number and e-mail address.

For more information, please contact Colleen Richardson at 312.946.6201 or crichardson@nmma.org.

Thanks for helping us make the Progressive Insurance Norwalk Boat Show a media magnet!

PROGRESSIVE
NORWALK

BOAT SHOW

Media Information 2017



[Click here to view a digital version of a show guide](#)

[Click here to view an example of video content on a digital guide](#)

The Progressive® Insurance Norwalk Boat Show® show guide is the platform to communicate with and influence the visitors who attend this event. The show guide provides the visitor with a succinct, user-friendly tool to plan their time at the event and educate themselves about some of the products and services they are shopping for.

The unique benefit of this media is that it is **non-interruptive**. Unlike most advertising media which gets in the way of consumers interests, this platform allows you to communicate with buyers while they are actively shopping for marine related products and services. You'll reach motivated shoppers at the best time to make a sale—when they are making buying decisions.

ONLINE DISTRIBUTION

These show guides are e-mailed out to a 100% opt-in database of over 77,400 consumers, and are posted on the show website and on all of our social media. Online readership exceeds 2,900 users and 98,600 page views, with an average read time of 4.5 minutes.

ONSITE DISTRIBUTION

A printed version of the show guide, which is included in the ticket cost, is also given to all visitors as they enter each event. We distributed over 14,800 at the 2016 show.

MARKETING YOUR PRODUCTS/SERVICES

There are various options available and all performs a slightly different objective:

- Video content
- Editorial features
- Traditional advertising space
- Listing upgrades

We also offer standard digital banner advertising on the show websites and pre-show email campaigns.

Advertising Rates

- Cover positions **Available on request**
- Double page editorial spread with video content **\$3,100**
- Full page **\$1,750**
- Quarter page **\$500**
- Banner on show website:
 Headline **\$3,000**
 Standard **\$1,750**
- Banner on e-mail campaign **\$1,750**
- A-Z entry upgrades
 Add photo, logo & boxout **\$250**
 Add logo **\$100**

For further information please contact Alisdair on **847 868 1810** or alisdair@trmgllp.com

2017 Cheat Sheet

SHOW	SHOW GUIDE						WEBSITE			E-MAIL CAMPAIGN		
	Show Date	2016 Attendance	Print Distribution	Total Digital Visitors	Total Page Views	Full Page Ad Rate	Double Page with Video Rate	Website Annual Impressions	Headline Banner Rate	Standard Banner Rate	E-mail database*	Banner Rate
1 Chicago Boat, RV & Strictly Sail Show (SPRT)	Jan 11-15	47,359	27,500	18,629	709,980	\$3,100	\$6,000	157,323	\$5,000	\$3,000	302,774	\$3,000
2 Atlanta Boat Show (P)	Jan 12-15	25,167	12,000	7,514	267,510	\$1,750	\$3,100	79,727	\$3,000	\$1,750	135,130	\$1,750
3 Minneapolis Boat Show (P)	Jan 19-22	33,656	15,000	7,041	278,851	\$1,750	\$3,100	92,154	\$3,000	\$1,750	121,820	\$1,750
4 Nashville Boat & Sportshow (SPRT)	Jan 19-22	15,339	8,000	3,689	106,148	\$1,750	\$3,100	43,878	\$3,000	\$1,750	33,048	\$1,750
5 Kansas City Boat & Sportshow (SPRT)	Jan 19-22	19,363	11,000	4,226	132,774	\$1,750	\$3,100	45,195	\$3,000	\$1,750	49,377	\$1,750
6 Louisville Boat, RV & Sportshow (SPRT)	Jan 25-29	35,070	20,000	7,397	220,483	\$1,750	\$3,100	73,275	\$3,000	\$1,750	69,825	\$1,750
7 New York Boat Show (P)	Jan 25-29	35,757	22,000	10,640	400,928	\$3,100	\$6,000	151,946	\$5,000	\$3,000	220,398	\$3,000
8 Baltimore Boat Show (P)	Jan 26-29	12,664	7,500	4,176	127,763	\$1,750	\$3,100	54,301	\$3,000	\$1,750	77,709	\$1,750
9 St Louis Boat & Sportshow (SPRT)	Jan 26-29	21,909	12,500	6,133	182,058	\$1,750	\$3,100	64,323	\$3,000	\$1,750	45,030	\$1,750
10 New England Boat Show (P)	Feb 11-19	51,576	23,000	15,034	542,326	\$3,100	\$6,000	170,026	\$15,000	\$11,000	107,041	\$3,000
11 Miami International Boat Show (P) & Strictly Sail (S)	Feb 16-20	100,279	55,000	52,197	2,511,868	\$6,000	\$11,000	513,103	\$5,000	\$3,000	446,161	\$9,000
12 Strictly Sail Miami (S)	Feb 16-20	18,243	9,000	3,778	104,401	\$1,750	\$3,100	40,848	\$3,000	\$1,750	-	\$1,750
13 Atlantic City Boat Show (P)	Mar 1-5	35,225	18,500	8,708	313,450	\$1,750	\$3,100	128,464	\$3,000	\$1,750	164,749	\$1,750
14 Northwest Sportshow (SPRT)	Mar 23-26	32,096	18,000	8,724	294,125	\$1,750	\$3,100	91,220	\$3,000	\$1,750	50,950	\$1,750
15 Tampa Boat Show (P)	Sept 8-10	20,836	10,000	4,578	168,528	\$1,750	\$3,100	53,659	\$3,000	\$1,750	39,848	\$1,750
16 Norwalk Boat Show (P)	Sept 21-24	14,839	10,000	2,978	98,670	\$1,750	\$3,100	45,357	\$3,000	\$1,750	77,457	\$1,750

NMMA Boat Shows 2017 Specs

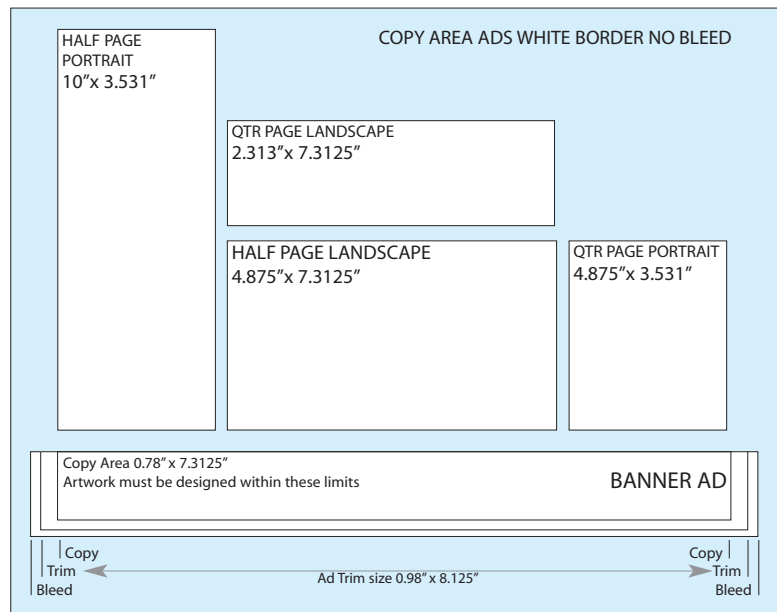
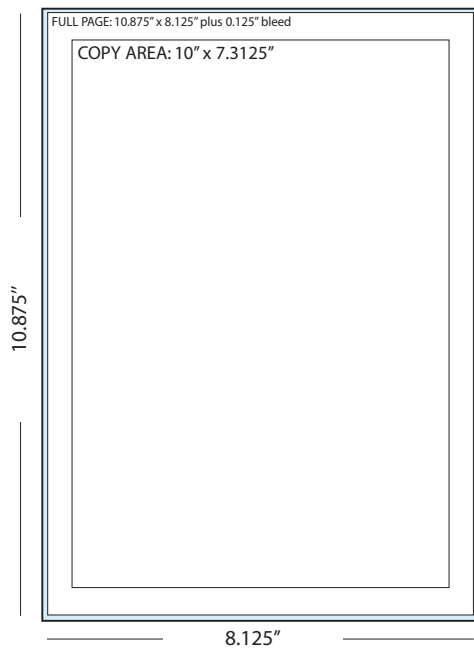
All dimensions are in inches

Trimmed size: 10.875" x 8.125" • **Bleed size:** 11.125" x 8.375"

Contact: Tracey Killick

Email: tracey@trmg.co.uk

Telephone: +44 (0)1707 273 999 extension 245



PLEASE NOTE: When designing your artwork please take special care to ensure that company logos, contact details or any other important information is kept within the copy area of **10" x 7.3125"**. If your artwork has any important elements close to the trim line, you may be asked to resupply it. Please contact Ad Production if you have any questions.

Double Page Spread (DPS) Sizes: 10.875" x 16.25" plus 0.125" bleed all around.

When designing a DPS ad allowance must be made for some loss of image due to binding. Please call Ad Production to ascertain required allowance.

ARTWORK: Please supply all artwork designed to the correct dimensions above as a high resolution (300 dpi) PDF with all colors converted to CMYK and all fonts embedded.

PROOFS: Where possible, please supply a calibrated CMYK color proof of your artwork.

MEDIA: Files may be supplied on CD or uploaded via File Exchange at <http://web.trmg.co.uk/filex2/> (please call for login details)

Please send artwork files via email to tracey@trmg.co.uk

Telephone +44 (0)1707 273 999 extension 245

TRMG Ltd reserves the right to reject any advertising material due to it being unsuitable for use in the publication, at its sole discretion.



SPONSORSHIP OPPORTUNITIES

Join our partnering sponsors!

Sponsorship is a great way to create additional exposure.

To become a sponsor of the 2017 Norwalk Boat Show, please contact:

John Marcinek

Director, Integrated Marketing
National Marine Manufacturers Association

Phone: 312.946.6258

Email: jmarcinek@nmma.org

PRESS &
MARKETING

Press Coverage
TRMG Publication
TRMG Ad Specs
Sponsorship
Opportunities



PROGRESSIVE





RULES AND REGULATIONS

GENERAL CHARACTER AND CONDUCT

EXHIBITS: Exhibits must be staffed during all open hours of the show.

- Exhibit removal prior to the final day's close of the show is strictly forbidden.

DECORATING: Draping unsightly cradles or trailers, and using carpet to enhance your display are just a few of the things which can be done inexpensively to improve your image and attract consumers.

- All signs must be of professional quality. Homemade signs are prohibited.
- Steps & platforms must be of the safest possible construction and conform to local building codes.

DEMONSTRATIONS: Any demonstrations must be performed within the exhibitor's space so as not to interfere with aisle traffic flow.

- Sampling or demonstration tables must be placed a minimum of 2' from the aisle line.
- Should attendees interfere with the normal flow of traffic or overflow into neighboring exhibits, management will have no alternative but to request that presentations or samplings be limited or discontinued.

SOUND: Exhibitors must police their own booths to be sure the noise level from presentations is kept to a minimum and does not interfere with others.

- Show Management reserves the right to determine at what point sound constitutes interference with others and must be limited or discontinued.

BADGES: Passing badges during show days is not allowed.

- If you pass a badge to a colleague or to a visitor, the badge will be taken away by the nearest NMMA staff member
- Exhibitor will be charged \$25 for a replacement badge (Lost or confiscated).

SAFETY: All product demonstrations involving any moving and potentially hazardous machines, display or parts, must be approved in advance by NMMA at least 45 days in advance of the show opening.

- Bicycles, scooters, skateboards etc, are not permitted during show hours.

RULES & REGULATIONS

General Character &
Conduct

Rules & Regulations

Security Precautions

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Norwalk Boat Show TERMS, RULES AND REGULATIONS

Rules and Regulations related to the allocation of space and show display guidelines are all those adopted by the National Marine Manufacturers Association (NMMA) Shows Committee and are a binding part of the Exhibitor contract. These rules are printed annually in the booklet "NMMA Allocation Procedures and Display Guidelines". This booklet and any later additions, corrections or clarifications made by NMMA are a binding part of the Exhibitor contract. These guidelines may be found on our website, or contact NMMA for a current hard copy.

1. ADMISSIBLE EXHIBITS

- Exhibitor agrees to display only new, unused current-model-year boats and marine related products. Exhibitor will not display any product or signage without the endorsement or approval of the manufacturer. Exhibitor represents that it has full authority and all approvals necessary to display and sell its products at this show.
- NMMA reserves the right to determine the eligibility of any company, product, signage, or material for inclusion in the show. No exhibitor shall exhibit, or permit to be exhibited in the space allocated to them, any product, merchandise, signage or display material other than that specified in this application.
- Exhibitor agrees that NMMA may remove any exhibits that it determines are of a disruptive, objectionable or inappropriate nature.
- Exhibitor represents and warrants that all displayed products comply with all applicable U.S. laws, regulations and consent decree or other mandatory requirements, including any applicable safety standards that may be issued by the Consumer Product Safety Commission (CPSC), and the emission regulations issued by the U.S. Environmental Protection Agency (EPA).

2. PAYMENT FOR SPACE AND OTHER NMMA PRODUCTS, SERVICES & MEMBERSHIP DUES

- Member rate applies only to space occupied by the member's own products.
- Exhibitors must return their exhibit space contract and deposit by the initial deadline in order to retain their right of first refusal for their previous year's exhibit space. Right of first refusal does not apply to new shows, new venues, and show floor reallocations that may occur from time to time.
- NMMA members must be in Good Standing at July 1st preceding the fall shows and December 1st preceding the winter shows, to receive the member discount. Good Standing requires 100% of member dues for the current membership year to have been paid, all space deposits for the show to have been made, and all other balances for products, services, certification, Grow Boating assessments and other monies due to NMMA, be not more than 60 days past due. "First time members" joining NMMA, must be in Good Standing by 30 days before the show is scheduled to open to receive the member rate.
- Exhibitors who fail to make space payments in accordance with the terms on the reverse side will not be considered for space increases, location changes, or upgrades of any kind and are subject to space re-assignment, cutback, or cancellation without credit or refund.
- NMMA will process all checks with notation "payment in full" or similar language. NMMA reserves the right to pursue the remaining balance in the event a payment amount is smaller than an open balance of an order that check is paying for.

3. CANCELLATIONS, CUTBACKS, and SPACE CHANGES

- Should the Exhibitor wish to cancel this contract, the Exhibitor must contact NMMA and notice of the cutback or cancellation must be confirmed by NMMA. A contract cancellation penalty representing all or a portion of the total contract price will be assessed according to the following formula:

25% contract penalty 1 day past the first payment deadline date (as noted on the front of this contract)
75% contract penalty 1 day past the second payment deadline date (as noted on the front of this contract)
100% contract penalty 1 day past the third payment deadline (as noted on the front of this contract)

If Exhibitor deposits received to date are in excess of the contract penalty, then Exhibitor will be entitled to a credit for this difference. This credit may be applied to any outstanding invoice for a past NMMA Show or service or used as a deposit for show space. It may not be used for a different show in a different market, and must be used within 12 months of written notice of cancellation. Credits will not be paid in cash. If Exhibitor deposits received to date are less than the contract penalty, Exhibitor must remit a check for this shortfall to NMMA once the cancellation or cutback has been confirmed.

- For all Exhibitors requesting a space reduction, NMMA reserves the right to relocate the exhibit or reconfigure it as determined by NMMA. In the event that show space must be reallocated after contracts have been accepted and signed, NMMA has the right to relocate the Exhibitor's space.

4. DISPLAY CHARACTERISTICS – See Allocation Procedures & Display Guidelines

- LATE ARRIVALS - Exhibitors arriving for set-up after their scheduled installation time can be relocated to any location specified by NMMA or, if no alternative is available, are required to forfeit their show participation rights.

- SUBLEASING - Exhibitors may not sublease their space. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space. Non-exhibiting firms may not place stickers, placards, or other signs anywhere in the show.

- SALE OF MERCHANDISE - NMMA reserves the right to limit over-the-counter sale of products for delivery at the show to designated areas. Exhibitor is solely responsible for registering for, collecting, and reporting appropriate sales taxes.

8. LIABILITY RELEASE, WAIVER/INDEMNIFICATION/CHOICE OF LAW & FORUM/ATTORNEY FEES

- Exhibitor releases NMMA, its contractors and their respective directors, officers, employees, agents, and members, and each of them, from any claims, liabilities, losses, damages, costs, or expenses relating to or arising out of any injury to any personnel of exhibitor or to any other person or any loss of or damage to any property of exhibitor or any other property where such injury, loss, or damage is incident to, arises out of, or is in any way related to exhibitor's participation in the event, and the exhibitor shall be responsible for any such injury, loss, or damage, and any expenses relating thereto.
- Exhibitor, without regard to assignment, lease, sublease or dealer occupancy shall indemnify, hold harmless, defend and reimburse the Norwalk Boat Show, Norwalk Cove Marina, East Norwalk, CT, National Marine Manufacturers Association, Inc., and their managers contractors, directors, officers, employees, agents and members, and each of them ("Indemnitees"), from and against any and all actions, causes of action, claims, demands, liabilities, losses, damages, costs or expenses, of whatsoever kind and nature, including judgments, interest and reasonable attorney's fees, costs of litigation, and all other costs, expenses and charges, which Indemnitees incur or may incur for any reason resulting from, relating to or arising out of Exhibitor's participation in the event, including but not limited to: (i) the negligence, gross negligence, intentional misconduct or criminal acts or omissions of indemnitor in the performance or breach of this Agreement. (ii) the breach by Exhibitor and/or its Contractors, their directors, officers, employees, agents or Exhibitor's contractors, or any of them, of any representation or covenant set forth herein; (iii) any injury to or death of any persons, or any loss of, through theft or otherwise, or damage to, property arising in any way in connection with the use and enjoyment by the Exhibitor, or any other person or entity present with the permission, express or implied, of Exhibitor of the space, equipment or the show space or hall; (iv) the use of equipment, devices furnished or used by the Exhibitor, or other persons in connection with the show, or the use of the space, provided that the foregoing indemnification shall not apply where the damage, injury or loss results solely from the gross negligence or willful misconduct of the show sponsor, NMMA or their respective employees or contractors.
- This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois without regard to its rules regarding conflicts of laws or any other law or rule that would cause the laws of any jurisdiction other than the State of Illinois to be applied. Any disputes arising out of or

related in any way to this Agreement, its performance or breach, including but not limited to actions seeking equitable relief, shall be brought exclusively in, and the parties to this Agreement hereby consent to submit to the personal jurisdiction, of the courts of the state of Illinois located in the City of Chicago, or the United States District Court for the Northern District of Illinois. Exhibitor waives any objection based upon lack of personal jurisdiction, improper venue, or forum non conveniens. Each party hereby waives its right to a jury trial in the event of any such litigation. Neither party shall have any liability to the other for punitive, incidental, or consequential damages, including, but not limited to, loss of profit, revenue, or enterprise value, as a result of a breach of this agreement, tort, or otherwise, to the full extent such liability may be disclaimed by law. In any suit or action brought concerning this Agreement, its interpretation, performance or breach, including but not limited to any suit or action brought against Exhibitor by NMMA for the collection of fees or other sums due NMMA pursuant to this Agreement, the prevailing party's costs of such action, including reasonable attorneys' fees, shall be paid by the other party. The terms of this provision shall survive the termination or expiration of this Agreement.

- Attorney Fees - Any litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded its reasonable attorney fees, and costs and expenses incurred.

9. ACTS OF GOD

NMMA shall have no liability to Exhibitor whatsoever for any matter or thing resulting from acts of God, (including, without limitation, fire, flood, earthquakes, hurricanes and tornadoes) or other events beyond the parties control, (including, without limitation, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, or infectious disease); except that if such events prevent Exhibitor's show space being made available to Exhibitor, NMMA shall return to Exhibitor payments made by Exhibitor after deducting there-from a pro-rata share of expenses incurred in connection with said Show.

10. INSURANCE

- NMMA shall not be responsible for any loss of or damage to any property of the Exhibitor for any reason, including theft, unless such loss or damage is caused solely by the gross negligence of NMMA or any of its employees. Exhibitor is required to follow and use all of the security arrangements made by NMMA for property and valuables when the show is not open. In addition, Exhibitor is required to provide and keep in force during the show period, including move-in and move-out periods, the following insurance:

- Worker's compensation and employer's liability insurance covering its employees in the state in which the show is being held, in accordance with the statutes, rules and regulations promulgated by that state's governing authorities.
- Commercial General Liability Insurance (or its equivalent) including Products/Completed Operations, Personal and Advertising Injury, with a per occurrence limit of not less than \$1,000,000 and endorsed with National Marine Manufacturers Association, Inc. and other parties as delineated in the sample insurance certificate provided to Exhibitor, as Additional Insured's.

- Exhibitors using owned, leased, rented or borrowed vehicles on or within the venue are required to have Automobile Liability Insurance with a per occurrence limit of not less than \$1,000,000 endorsed with National Marine Manufacturers Association, Inc., and other parties as delineated in the sample insurance certificate provided to Exhibitor, as Additional Insured's.

- Certificates of insurance, with the limits, dates of coverage, and endorsements as stated above, shall be furnished to NMMA no later than 30 days before the scheduled move-in date for the show.

- The Exhibitor understands that neither the National Marine Manufacturers Association nor the Norwalk Cove Marina maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance. The Exhibitor waives any rights of subrogation available to Exhibitor or its insurance underwriters.

11. COPYRIGHTS AND OTHER INTELLECTUAL PROPERTY RIGHTS

Exhibitor hereby assumes all responsibility for, and all costs and expenses arising from, Exhibitor's or Exhibitor's agents' or employees' incorporation or use during the Event of any music, written material, dramatic rights, inventions, devices, products, or similar items that are the subject of any copyright, trademark, service mark, trade name, patent, trade secret franchise or other contractual or statutory protection. Exhibitor agrees to indemnify, defend and hold harmless NMMA and its directors, officers and employees from any claims, damages, costs or expenses, including, without limitations, attorneys' fees and expenses, incurred by any of them that arise out of or in connection with such incorporation or use, including but not limited to any action brought by ASCAP, BMI, SESAC, or other licensing organization for playing copyrighted music.

12. RULES AND REGULATIONS

- NMMA shall have the power to adopt, amend, interpret, and enforce all show terms, rules and regulations with respect to the operation and conduct of the Show, including but not limited to those regarding the kind, nature, and eligibility of all exhibitors and exhibits at the Show and the marketing activities of exhibitors with respect to the Show. Any exhibitor observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any applicable NMMA terms, rules and regulations, will be asked to leave immediately. Additional penalties may be applied. Exhibitor shall comply with all show terms, rules and regulations, and with all pertinent and applicable laws, codes and regulations, federal, state, municipal and local, which affect the show space. Exhibitor's failure to comply with such laws, terms, rules and regulations shall entitle NMMA to terminate NMMA's obligations under this contract and remove Exhibitor from the show or shut down or darken Exhibitor's space. NMMA's decision on all such matters shall be final.

- Exhibitor's advertising and marketing of its participation in the Show in any medium, including but not limited to such activities on websites owned or controlled by Exhibitor and elsewhere on the internet, shall comply with all contracts and shall not infringe or otherwise misuse NMMA's trademarks ("the NMMA Marks") and other intellectual property. If, in the reasonable belief of NMMA, (i) Exhibitor's activities infringe any of the NMMA Marks, or (ii) Exhibitor's activities, including Exhibitor's using, without permission, the NMMA Marks on websites or in domain names, met tags, hypertext links, or any search engine sponsored links or search engine advertising programs (e.g., Google AdWords), are likely to cause confusion, mislead, or deceive, as to the source affiliation, connection, or association of NMMA with Exhibitor or its goods, services or other commercial activities, including but not limited to diverting away from NMMA's boat show websites and to Exhibitor's website web searches using the NMMA Marks, NMMA reserves the right to cancel Exhibitor's space and revoke seniority points for future boat shows. NMMA's decision on all such matters shall be final.

- No failure by NMMA to enforce, or any delay in the enforcement of, any rules, regulations, laws or any right, power or remedy that NMMA may have under this Agreement shall impair any right, power or remedy that NMMA may have under this Agreement.

Produced by:

2017 Norwalk Boat Show

Norwalk Boat Show RULES & REGULATIONS

- **Motorized Vehicles are not permitted in Boat Show exhibits without Show Manager's written approval.**
- **Boat exhibitors may display up to 20% of unused previous model year boats in their display.**
- **Exhibits must be set up and staffed during all open show hours.**
- **All semi and non-related product exhibits must display a nautical theme. Non-compliance can/will result in loss of renewal rights.**
- **Video or audio equipment is permitted, but must be operated so as not to create a disturbance.**
- **Membership rates are available to CMTA members whose dues are paid in full by 6/30/2017.**
- **There is a minimum slip rental fee based on 300 sq. ft. x the applicable member/non-member in-water space rate.**
- **Exhibitors will be subject to on-site audits and invoiced for additional square footage accordingly.**
- **Space must be Paid in Full by 7/1/2017 in order to receive exhibitor credentials.**
- **All exhibitors must submit an appropriate certificate of insurance prior to 9/1/2017.**
- **Water slip designations are subject to change at NMMA's discretion.**



SECURITY PRECAUTIONS

SUGGESTIONS & PRECAUTIONS

- Ship locked trunks or crates. Avoid using small cartons for shipping products and don't label the contents on the outside.
- Furnish your carrier with accurate bills of lading.
- Do not store un-displayed products in empty crates or cartons.
- Report any damaged or lost cartons to the Show Office immediately.
- Secure display product(s) within your exhibit with leaders or cords. Makes it difficult for someone to "walk off" with your merchandise.
- Do not stow cash boxes under/on tables where they can be easily taken.
- Do not leave briefcases, calculators, cameras, etc. in unattended booths.
- Cover your displays at night.
- Pack quickly upon receiving your empty crates at show break.
- During move-out, have an employee remain with the exhibit until all products have been repacked/loaded.

INSURANCE

- Neither the Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina nor any show contractor can be responsible for the loss of merchandise before, during or after the show.
We recommend that you contact your insurance company and secure an all risk rider for merchandise and equipment from the point of shipment, during the show, and to the return destination.
- Exhibitors **must** submit liability insurance certificates to Wells Fargo. Wells Fargo will send individual emails to the main exhibitor contact to submit the insurance certificate.
If you have not received an email from Wells Fargo, please contact Josh Rosales jrosales@nmma.org and provide an updated email address.
- If you cannot receive emails then you can click on this link to upload the certificate of Insurance
- [CLICK HERE TO SUBMIT CERTIFICATE OF INSURANCE](#)
- [CLICK HERE TO PURCHASE LIABILITY INSURANCE FROM WELLS FARGO](#)
Or contact Wells Fargo Insurance Services at 206-701-5207
- If you receive an email from Wells Fargo please and you are not the person responsible, then please forward it to the correct person.

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1. NMMA and its subcontractors shall not be responsible for damage to uncrated an/or unskidded materials, materials improperly packed, glass breakage or concealed damage.
2. NMMA and its subcontractors, are not, and cannot be, responsible for loss or disappearances of Exhibitor's materials after same have been delivered to Exhibitor's booth.
3. Inbound Shipments – There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the representative at the booth and during such time the shipment(s) will be left unattended in the booth. Neither NMMA nor its subcontractors shall be responsible for any loss or damage, which may occur during such period.
NMMA and its subcontractors cannot be responsible for disappearance of Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills-of-lading covering outgoing shipments, which are given to NMMA by Exhibitors, will be checked at the time of pick-up from the booths and corrections made where discrepancies exist.
Outgoing Shipments – It is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. NMMA or its subcontractors will adjust the quantities of items on any bill-of-lading submitted to conform to the actual count of such items in the booth at time of pick-up.
4. NMMA and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss, delay or damage due to fire, theft, windstorm, water, vandalism, acts of god, mysterious disappearance, strikes, lockouts or work stoppage of any kind, or other causes beyond its control.
5. It is understood that NMMA and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that any amounts payable to NMMA hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by NMMA or its subcontractors, it is understood that NMMA and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if NMMA or its subcontractors should be found liable for loss or damage due to a failure to properly handle Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.50 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy. The liability of NMMA and its subcontractors shall be limited to that derived from any loss or damage which results solely from the gross negligence of NMMA or its subcontractors in the actual physical handling of the items comprising Exhibitor's shipment(s) and not for any other type of loss or damage. Any claim for loss or damage must be submitted to NMMA prior to the close of the show.
6. NMMA and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The Exhibitor agrees, in connection with the receipts, handling, temporary storage and reloading of our materials that NMMA and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of NMMA or its subcontractors, shall sign a delivery receipt, bill-of-lading or other document we agree that NMMA or its subcontractors, will do so as the Exhibitor's agent and the Exhibitor accepts the responsibility therefore.
8. In order to expedite removal of materials from the show site, NMMA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions and the exhibitor agrees to be responsible to pay for charges relating to such handling at the warehouse. No liability will be assumed as a result of such re-routing or handling.
9. Once exhibits or materials are placed in the booth, NMMA will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the Show. Therefore, all materials should be properly insured against fire, theft, and all hazards while in transit, and to and from your booth and for the duration of the Show.
Property Insurance: BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned to the show. We suggest that Exhibitors arrange "all risk" coverage. This can be done by "riders" to existing policies. Contact your insurance representative. BE SURE YOUR LIABILITY INSURANCE IS IN EFFECT AT THE SHOWSITE. Be sure to review other insurance requirements per the contract for space.



PLAYING OF MUSIC

PERFORMANCE OF MUSIC AT THE PROGRESSIVE INSURANCE NORWALK BOAT SHOW

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner.

The licensing requirements include the playing of live as well as recorded music (records, tapes, compact discs, radio broadcast, etc.) and also include music whether it is the essence of the presentation or is used only as background on videotapes or other presentations.

To obtain a valid ASCAP or BMI license, simply write a letter to the agencies listed below and tell them of the composition and the names and dates of the show at which you will be playing it.

ASCAP Licensing Dept.
1 Lincoln Plaza
New York, NY 10023
(212) 621-6000

BMI Licensing Dept.
320 West 57th Street
New York, NY 10019
(212) 586-2000

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Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract with NMMA. Penalties can amount to several thousand dollars.

Please take a few minutes to ensure a hassle-free event by acquiring the proper license.

Other options available to you are:

1. Simply don't play music in your display.
2. Contact the composer to make your own deal.
3. Use the music that is in the public domain.
4. Use the music from music libraries that have already obtained their own licenses from ASCAP and BMI or create original work.

Music libraries include:

Associated Production Music – (323) 461-3211

DeWolfe Music Library – (212) 382-0220

Killer Tracks – (323) 957-4455

Omnimusic, Inc. – (516) 883-0121

TRF Production Music Libraries – (800) 899-6871

Capital Music – (213) 462-6251

FirstCom – (972) 446-8742

Manhattan Production – (800) 227-1954

Promusic, Inc. – (800) 322-7879



EXHIBITOR LIABILITY NOTICE

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (September 18, 2017) and last through your last move-out day (September 26, 2018) and name **NMMA, Norwalk Boat Show, and the Norwalk Cove Marina** as additional insureds. The Certificate of Insurance must be provided at least 30 days before the move-in date by using the link that you will be receiving from Wells Fargo Insurance Services via email. The link will take you to a form that is pre-filled with your company's information based on what you provided to the show manager upon registration. Please follow the instructions provided in that email to complete the online form and attach your Certificate of Insurance.

If you prefer to purchase liability insurance for this event, you may do so by accessing the purchase link provided in the email from Wells Fargo Insurance Services.

The certificate holder name and address for the certificate should read:

Progressive Insurance Norwalk Boat Show

c/o NMMA

231 S. La Salle St., Ste. 2050

Chicago, IL 60604

Please refer to your NMMA Exhibit Space Agreement or contact your Exhibitor Relationship Manager if you have any questions regarding show requirements. For questions or concerns regarding insurance or website forms, please email Wells Fargo Insurance Services at tradeshow@wellsfargo.com.

Links for Insurance

To upload -

<https://wfis-forms.wellsfargo.com/webforms/exhibitorsinsurance/certificate.aspx?eventid=652>

To purchase -

<https://wfis-forms.wellsfargo.com/webforms/exhibitorsinsurance/getliabilityinsurance.aspx?eventid=652>

Please do not send certificates of insurance to NMMA, the show manager, or Wells Fargo Insurance Services. NMMA will automatically be notified upon completion of the online reporting form or purchase of insurance.

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SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

258685

DATE (MM/DD/YYYY)
5/01/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Your Agent or Broker Address City, State, Zip	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER A :															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Your Company Name Address City, State, Zip															

COVERAGES **CERTIFICATE NUMBER:** 10502658 **REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Your Policy No.	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		SPECIMEN ONLY			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 W/ respect to the Norwalk Boat Show 9/18/17 to 9/26/17 (including move-in/move-out), NMMA, Norwalk Boat Show, and the Norwalk Cove Marina are included as additional insureds.

CERTIFICATE HOLDER Progressive Insurance Norwalk Boat Show c/o NMMA 231 S. La Salle St., Ste. 2050 Chicago, IL 60604	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2014/01)

(This certificate replaces certificate# 9097204 issued on 5/15/2015)

RULES & REGULATIONS

General Character & Conduct

Rules & Regulations

Security Precautions

Limits of Liability & Responsibility

Playing of Music

Exhibitor Liability Notice

SAMPLE Certificate

Freight Terms & Conditions



FREIGHT TERMS AND CONDITIONS

All material handling charges must be paid before official show close.

1. All shipments should be made on a straight bill-of-lading. It is understood that all shipments are released to us at a value not to exceed \$0.30 per pound with a maximum of \$50.00 per article.
2. Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Show Management reserves the right to refuse any single piece that, due to its size, will not fit through doorways or elevators.
3. NMMA will not be responsible for the count or content of material after it has been placed in the booth area, and will not assume any responsibility for materials left in booth prior to NMMA taking physical count and possession in preparation of moving such materials.
4. All outbound shipments must be tendered with a bill-of-lading.
5. Make certain all your materials are properly insured against fire, theft, and all hazards while in transit to and from your space, and for the duration of the event.
6. Exhibitor routing on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by NMMA. No liability will be assumed as a result of such re-routing. Exhibitor assumes all risks and responsibility.
7. NMMA assumes no responsibility for concealed damage.
8. Exhibits left on the floor without return instructions will be returned to exhibitor's address, freight collect, if possible.
9. NMMA, as the Material Handling Contractor, shall maintain control over all freight docks, doors, elevators and create storage areas.
10. Freight can be received at Show site (Norwalk Cove Marina – 48 Calf Pasture Beach Road, Norwalk, CT 06855) no earlier than August 22. Freight cannot be accepted on weekends.

RULES & REGULATIONS

General Character & Conduct

Rules & Regulations

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Playing of Music

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SAMPLE Certificate

Freight Terms & Conditions



EXHIBITOR WRISTBAND & TICKET INFO

EXHIBITOR AND WORKING DEALER WRISTBANDS

You will receive a unique link to pre-order your Exhibitor **WRISTBAND**.

*** Wristbands will be issued on-site ONLY. All Employees must pick up their wristband individually, and sign off.***

If you need your link sent to you please email norwalkcredentials@nmma.org.

The maximum number of **wristbands** is determined by the amount of square feet for which your company has contracted.

If you have any questions please contact us at norwalkcredentials@nmma.org

****To avoid the anticipated longer lines on opening day make sure you and your employees pick up their wristbands as early as Monday, September 18th.****

Replacement WRISTBANDS are at a cost of \$15.00 each.

Exhibitors must wear their exhibitor wristbands for entry into the show grounds.

******once a wristband is put on it cannot be taken off and put back on again. These wristbands are unique and have a one way locking mechanism. They are small, comfortable, able to get wet, and dry quickly******

Allows 2 hour early access into the show and removal of product from the show.
(Management requires photo I.D. with each entry).

SERVICE CONTRACTOR WRISTBANDS

Wristbands worn by Independent Contractors such as boat detailers.

Access to the show rounds must be preapproved by NMMA if requiring more than 2 hour access into the show.

OVERNIGHT CREDENTIAL (LIVE ABOARD PASS)

Exhibitors who have staff staying onboard a boat overnight during the show, must obtain an overnight access pass. ID and Overnight pass must be presented at the Security check-in.

Exhibitors are to remain inside the boat and not permitted to roam the show grounds after show closing.

LOOKING FOR A NAME TAG

We understand that you may not have a name tag and have found some providers that can offer you this service for a cost. See below for a list of companies. Keep in mind that these take some time to make and then ship to you so a low yourself enough time to have it available for the show.

NameTag.com

Namify

Name Badges International

Best Name Badges

Way Cool Tags

My Name Badges

REGISTRATION & CREDENTIALS

Exhibitor Credential &
Ticket Info

Exhibitor Credentials

Guest Tickets

Will Call List



EXHIBITOR WRISTBANDS

Exhibitor Wristbands

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Allows 2 hour early access into the show and removal of product from the show. (Management requires photo I.D. with each entry).

Trade Credentials

A Trade Badge may be obtained by anyone in the Marine Industry attending the show (non-exhibitors).

Trade credential fees

Members: Complimentary when ordered August 1–November 15, 2017.
After November 15, 2017—\$35.00

Non-Members: Early renewal August 1–November 15, 2017—\$35.00
After November 15, 2017—\$40.00

On-line registration is the quickest and most convenient way to acquire trade credentials.

******A Trade Badge will allow you access into the Norwalk Show however, you will be asked to present your ID verifying the name on the badge upon entry******

[REGISTER HERE FOR YOUR TRADE CREDENTIALS](#)



REGISTRATION & CREDENTIALS

Exhibitor Credential &
Ticket Info

Exhibitor Credentials

Guest Tickets

Will Call List





BE MY GUEST TICKETS

Be My Guest' Tickets — Invite Your VIPs to the Show NMMA Login is required

Discounted Exhibitor Show Tickets — Invite your best customers and prospects to visit you at the show with "Be My Guest" Tickets. These tickets are discounted 50% off the general admission price. A \$50.00 deposit is required and there is a minimum order of 10 tickets.

You will receive your personal link to order your show tickets. Please do not share your link with anyone. If you need your link sent to you please email norwalktickets@nmma.org.

New "Be My Guest" system

The "Be My Guest" (BMG) ticket process has been upgraded and added to **Expo Tracker**. The new process allows exhibitors to create, design and manage their own tickets.

To make it easy to use, the new system is similar in design to the credential sites. As an exhibitor, you will have the ability to seamlessly order BMG tickets and register for credentials without logging into multiple sites.

The new site allows you to:

1. Request e-ticket or hard stock tickets
2. Customize your e-ticket at an additional cost
 - A. Bold your Company Name
 - B. Include a company logo
 - C. Add text to your e-ticket—25 words or less (i.e. Visit us in space A1)
 - D. Add your brand logo to the footer
 - E. Attach a preferred e-ticket (Your company campaign/flyer, etc.)
3. Upload a spreadsheet of your customer base and email in a few easy steps
 - A. Email customers one at a time—whenever you want
4. Order tickets for other NMMA Shows you are exhibiting in without logging out
5. Switch to the registration site to order your badges without logging in/out of the site



What remains the same:

1. Pay a \$50.00 deposit via credit card and order as many tickets as you like
2. Your credit card will be charged for the total redeemed tickets, less your deposit, within 30 days of the show's closing date.
3. Your tickets are 50% of general admission price; you are billed only for each ticket redeemed

New orders originating on-site will be charged a \$50.00 deposit. Tickets will be printed on hard ticket stock.

REGISTRATION & CREDENTIALS

Exhibitor Wristbands
& Ticket Info

Exhibitor Wristbands

Guest Tickets

Will Call List



HOTEL & TRAVEL

Discounted rates are available at the Hilton Garden Inn Norwalk and Even Hotels Norwalk for your stay during the show. To receive the special show rate mention the Progressive® Insurance Norwalk Boat Show® or National Marine Manufacturer's Association when you call to book your room. Be sure to book early, hotels can/do sell out quickly.



Hotel & Travel

Hilton Garden Inn Norwalk
560 Main Ave. Norwalk, CT, 06851
Dates: September 17-25, 2017
Cut off Date: September 6, 2017
Single/Double: \$169
Reservations via phone: 203-523-4000
[CLICK HERE TO RESERVE ONLINE](#)

Even Hotels Norwalk
426 Main Ave. Norwalk, CT, 06851
Dates: September 13-26, 2017
Cut off Date: September 5, 2017
Single/Double: \$149
Reservations via phone: 203-846-9355
[CLICK HERE TO RESERVE ONLINE](#)

Hotel Reservations
Directions and Parking
Public Transportation





DIRECTIONS & PARKING

Norwalk Cove Marina

48 Calf Pasture Beach Road
Norwalk, CT 06855

Norwalk, CT | N 41° 05.180' / W 073° 23.915'
Body of Water: Long Island Sound

Phone: (203) 838-2326

Website: www.norwalkcove.com

Norwalk Boat Show VHF Monitored: 72



Hotel & Travel

Directions

- After exiting onto East Avenue (Southound) from I-95 proceed approximately three blocks to Fort Point Street turn Right.
- Follow Fort Point Street down and around to the railroad overpass (14'9" clearance). Under overpass come to Sea View Avenue & Van Zant Street.
- Make wide left onto Sea View Avenue. Follow Sea View Avenue around Veteran's Memorial Park up a slight hill and onto First Street. At corner of First Street & Gregory Boulevard turn right onto Gregory Boulevard.
- Proceed on Gregory Boulevard to Fifth Street. Make a sharp left, then a quick right (in front of the tennis courts) onto Calf Pasture Beach Road.
- Proceed down Calf Pasture Beach Road to end. Norwalk Cove Marina is on your right, just before the entrance to Calf Pasture Beach Park.

PARKING LOT AND PARKING PASSES

- Exhibiting Company: Receives up to 2 complimentary parking passes on a first come first served basis. Only 250 Passes in total. Complete the Parking Pass Form to receive your complimentary passes or to order additional passes. Parking passes are mailed with your credential order, or held for pick up at the Registration Desk.
- Price: \$30 for each additional pass.
Available: On-site at the Registration Desk or Parking pass form
- Daily Parking Rate (Controlled by The City of Norwalk): \$10.00.

PARKING FOR TRUCKS, TRAILERS & RV

Tractors, trailers and RV's are not permitted to park during show days in the Calf Pasture Beach Parking Lot.

City of Norwalk ordinance also prohibits camping within Calf Pasture Beach Park—this includes RVs, campers and/or tents.

Space for RVs and campers can be rented through the Norwalk Cove Marina. **Please contact Sue Brown at (203) 856-4792**

Hotel Reservations

Directions and Parking

Public Transportation



PUBLIC TRANSPORTATION

BY TRAIN

Metro North Train

Take the Metro-North Railroad to South or East Norwalk stops.

www.mta.info/mnr – For Metro-North Schedule and Fare information to East Norwalk or South Norwalk stations (New Haven Line).



Hotel & Travel

BY BUS

Take the Wheels, Route 8 Bus to Calf pasture beach.

http://www.norwalktransit.com/wheels_rt8.htm – Public transportation services in Norwalk and throughout Southwestern Connecticut.

Bus service available connecting the East Norwalk R/R Station to Calf Pasture Beach. WHEELS, Norwalk Fixed Route 8.



Hotel Reservations

Directions and Parking

Public Transportation

BY CAB

Taxi Service Yellow Cab (203) 853-1267

Norwalk Taxi (203) 855-1764

Columbia Taxi (203) 853-1267

Address:

Norwalk Cove Marina

48 Calf Pasture Beach Road

Norwalk, CT 06855





TENT RENTAL INFORMATION

INSTRUCTIONS FOR TENT/TEMPORARY STRUCTURE FILING

- The Norwalk Department of Code Enforcement requires that Temporary Structure permits be issued for every tent or temporary structure of 120 sq. ft. or more (any tent larger than a 10' x 10'). Drawing indicating size, location, spacing, exits, seating (if any) and Tent Contractor must submit to the Building Official copies of Certification of Fabric Fire Resistance Rating for each tent. Tent Contractor must have a State Permit and have Fabric Certification on file with the State of Connecticut Department of Public Safety.



The fee for this permit is \$50. (Pricing subject to change)

- Electrical permits are required if electricity is supplied to the tent or regardless of the tent size. All electrical appliances must be raised off the ground by wood by a minimum of four (4) inches.

The fee for this permit is \$50. (Pricing subject to change)

- The mechanical Inspector will issue Gas Piping Permits for all appliances used for cooking etc. Also temporary water piping used for drinking or cooking must be inspected by the Plumbing Inspector for proper piping. Garden hose cannot be used. Plumbing permits are required if piping is to be used for water or gas service. Garden hose cannot be used for these purposes.



The fee for this permit is \$50. (Pricing subject to change)

- A time should be set at least four (4) hours prior to show opening for all inspections with tent owners or vendors. If you require Saturday and/or Sunday inspection there will be an additional \$150.00 fee. (pricing subject to change) Every tent will receive a separate, yellow Inspection Sign-off Card that must be posted and subsequently signed by all City departments after inspection and before the show opens.

All of the above requirements are either State Statutes of State Building Code Requirements required by the CT Department of Public Safety.

Please complete the APPLICATION FOR TEMPORARY STRUCTURE form on the following page as follows:

The Application for Temporary Structure, the Certificate of Flame Resistance and the check for the fees above (payable to the Norwalk Department of Code Enforcement) should be mailed to:

Norwalk Department of Code Enforcement
P. O. Box 5125
125 East Avenue
Norwalk, CT 06856
Attn: Bill Ireland



Tent Rental
Information

Tent Permit Info

Tent Permit Form

Tent and Flooring
Order form



APPLICATION FOR TEMPORARY STRUCTURE (TENTS, ETC.)

To: BUILDING DEPT.
125 EAST AVENUE
NORWALK, CT 06856

The Undersigned hereby applies for permission to: Erect a X tent for the
Norwalk Boat Show, September 21-24, 2017 No. of days 4

No./Street Location Norwalk Cove Marina, 48 Beach Rd, East Norwalk, CT Zip Code 06855

Application No. _____ Date _____ Estimated Cost _____ Fee _____

Applicant _____ Address _____ Phone () _____

Property Owner Norwalk Cove Marina, Inc. Address 48 Beach Rd. East Norwalk, CT 06855 Phone(203) 838-2326

Contractor Stamford tent & events services Address 84 Lenox Ave. Stamford, CT 06906 Phone (203) 324-6222

APPROVALS

Zoning _____ Date _____
Block _____ Lot _____ District _____ Zone _____
Fire Marshall _____ Date _____
Health Dept. _____ Date _____

Remarks: _____

Electrical: _____

Plumbing: _____

Gas Piping: _____

The laws and building regulations of the State of Connecticut and City of Norwalk shall at all times have precedence over drawings and specifications. Anything contrary to said laws and regulations that may at any time appear in drawings and specifications, or in the work as executed, shall be corrected without delay upon the receipt of due notice from the Building Inspector. The granting of a permit for the proposed work shall not be assumed or construed any right or permission to do anything contrary to the laws and regulations of aforesaid, under any circumstances whatsoever.

I hereby certify that all of the statements herein contained are true and correct

Signature of Applicant _____ Signature of Owner _____

Address _____ Address _____

Permit Processed by _____ Phone _____

Permit Issued _____ 20 _____ Approved by _____

Chief Building Official

TENT AND FLOORING ORDER

DEADLINE DATE: September 12, 2017

TENTS

Special Pre-Boat Show Price (*please indicate size desired*):

10' x 10' Canopies	\$175.00	<input type="checkbox"/>	
10' x 20' Canopies	\$275.00	<input type="checkbox"/>	<i>Larger size tents available upon request. All Canopy and tent requests subject to availability.</i>
20' x 20' Canopies	\$375.00	<input type="checkbox"/>	
20' x 30' Canopies	\$525.00	<input type="checkbox"/>	
20' x 40' Canopies	\$675.00	<input type="checkbox"/>	

All have white tops.

Ten foot legs additional cost (10%).

All tents must be able to be staked into the ground.

White sides available at a cost of \$2.00 per linear ft.

Clear plastic sides or privacy sides available at a cost of \$2.10 per linear ft.

FLOORING

Give your display a boost with wood flooring or Porta Floor.

Plywood sub-floor is only \$6.00 per square foot, with carpet included. You can raise your display to new heights and out of the elements.

Porta Floor with black astroturf is \$2.00 per square foot.

Supplies are limited and orders are filled on a first-come, first-served basis.

On-site orders cannot be accepted.

Space Dimensions (total square feet) _____ x \$sq. ft. = \$___ Wood/Carpet

_____ X \$sq. ft. = \$___ Porta Floor/Astroturf

Company _____ Space _____

Address _____

City, State, Zip _____

Contact Person _____

Phone _____ Fax _____

Authorized Signature X _____

THESE PRE-BOAT SHOW PRICES WILL REMAIN IN EFFECT UNTIL SEPTEMBER 12, 2017. AFTER THIS CLOSE OUT DATE WILL BE DELIVERED ON A C.O.D. BASIS, SUBJECT TO AVAILABILITY. CONNECTICUT SALES TAX NOT INCLUDED

RETURN WITH PAYMENT TO:
Stamford Tent & Event Services
84 Lenox Avenue, Stamford CT 06906
Phone: 203-324-6222 Fax: 203-316-5116



DECORATOR INFORMATION



Decorator
Information

DES-DEMERS EXPOSITION SERVICES, INC.

151a Park Ave – East Hartford, CT 06108

www.demersexpo.com

Phone - 860.882.0003

Fax 860.761.0070

Email: info@demersexpo.com

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



SHOW FACTS

Progressive Insurance Norwalk Boat Show Norwalk Cove Marina September 21-24, 2017



PROGRESSIVE

Norwalk Boat Show

September 21–24, 2017 | Norwalk Cove Marina

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

BOOTH EQUIPMENT

Each 8' (deep) x 10' (wide) booth space includes one 8' high back drape, two 3' high side drapes, and one 7"x44" ID sign.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this kit, we must receive your order by **Thursday, Sept. 7, 2017**.
Order online (see page 3) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move In

Monday, September 18, 2017 from 8:00am-5:00pm
Tuesday, September 19, 2017 from 8:00am-5:00pm
Wednesday, September 20, 2017 from 8:00am-5:00pm

Show Hours

Thursday, September 21, 2017 from 10:00am-7:00pm
Friday, September 22, 2017 from 10:00am-7:00pm
Saturday, September 23, 2017 from 10:00am-7:00pm
Sunday, September 24, 2017 from 10:00am-7:00pm

Dismantle

Sunday, September 24, 2017 at 7:00pm
Monday, September 25, 2017 all Tent Exhibitors must be dismantled by 12:00pm
Tuesday, September 26, 2017 all Shore Side Exhibitors must be dismantled by 12:00pm

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070 Email: info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

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Progressive Insurance Norwalk Boat Show Norwalk Cove Marina September 21-24, 2017



PROGRESSIVE

Norwalk Boat Show

September 21–24, 2017 | Norwalk Cove Marina

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Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017



ONLINE ORDERING

**Looking for an easier way to place your order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com (please specify show name and show date). Then place your order using our convenient storefront. All products & services offered in this Exhibitor Services Kit are available on our storefront.

**Using our Storefront saves you an 8% Administrative Fee!
Orders placed by email or fax will be assessed this fee.**



CREDIT CARD AUTHORIZATION

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your Credit Card Account.

=====

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE: _____

=====

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

=====

CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a credit card account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- By submitting this credit card authorization you knowingly authorize Demers to Charge your credit card for any service rendered under the terms and conditions stated in the exhibitor kit. You also knowingly authorize your show site representative to sign for charges on your behalf.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by advanced deadline ***September 7, 2017*** in order to avoid late charges.
- Freight or orders received without payment will be assessed a late fee.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070 Email: info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

STANDARD FURNISHINGS

*** Order Online and save the 8% Administrative Fee ***

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	120.00	144.00	
	9' x 20' Carpet	214.00	288.00	
	9' x 30' Carpet	312.00	413.00	
	9' x 40' Carpet	410.00	532.00	
<i>Carpet Color:</i> Gray Blue Red Burgundy Emerald Green				
SPECIAL CUT CARPETING Includes Taping				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$4.03 = _____				

CARPET PADDING
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.37 = _____

DRAPED TABLES				
<i>Drape Color:</i> Gray Blue Red Black White Green Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	81.00	99.00	
	2' x 6' x 30" high	99.00	120.00	
	2' x 8' x 30" high	107.00	136.00	
	2' x 4' x 40" high	99.00	118.00	
	2' x 6' x 40" high	115.00	136.00	
	2' x 8' x 40" high	127.00	153.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	38.00	48.00	
	2' x 6' x 30" high	45.00	56.00	
	2' x 8' x 30" high	56.00	66.00	
	2' x 4' x 40" high	46.00	61.00	
	2' x 6' x 40" high	57.00	67.00	
	2' x 8' x 40" high	61.00	72.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	25.00	31.00	
	6' x 10" undraped	31.00	36.00	
	4' x 10" draped	48.00	67.00	
	6' x 10" draped	54.00	94.50	

Drape Color: Gray Blue Red Black White Green Burgundy

CHAIRS			
QTY		Advance	Floor
	Upholstered arm chair	47.00	61.00
	Padded side chair	39.00	50.00
	Tubular folding chair	24.00	29.00
	Upholstered bar stool	51.50	69.00

SPECIAL DRAPERY/SKIRTING			
QTY		Advance	Floor
	8' high drapery per linear foot	11.50	13.60
	3' high drapery per linear foot	10.50	12.50
	13'-long table skirting	64.00	81.00

Color: Gray Blue Red Black White Green Burgundy
Circle choice

ACCESSORIES			
QTY		Advance	Floor
	Aluminum Rail/linear foot	9.45	10.50
	Clothes Tree	65.00	92.00
	Easel (Tripod Display)	47.00	52.50
	Garment Rack	83.00	115.50
	Panelboard (4' x 8')	149.00	229.00
	Pegboard (4' x 8' White)	169.00	217.00
	Stage (4' x 4' all heights up to 36")	63.00	124.00
	Stage (4' x 4' w/ carpet & skirt)	120.00	225.00
	Stanchion Post (Chrome)	47.00	63.00
	Stanchion Belt /linear foot	9.45	10.50
	Waste Basket	22.00	26.00

- ORDER SUMMARY -

Subtotal: \$ _____
 6.35% CT Sales Tax: \$ _____
 8.00% Admin Fee: \$ _____
Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money Order

Advance price deadline: September 7, 2017. Floor prices apply after this date.

All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.

Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.

Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

Order Online and save the 8% Administrative Fee!

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.761.0070 Email: info@demersexpo.com
 www.demersexpo.com



**Demers
Events
& Expo
Services**

Additional Booth Accessories

We have too many accessories to fit on one page. If you are interested in something that you do not see in the Exhibitor Kit, please call our office for a quote.



Description	QTY	Rental Rate <small>(Duration of Show)</small>	Total
Tote Bag Holder/Rack		\$63.00	
2.5'x6' Bookcase		\$263.00	
Literature Rack		\$100.00	
2'x5' Gridwall (must order at least 2)		\$63.00 each	
Lighted Product Display Case		\$605.00	
4' Gondola (comes with 2 shelves*)		\$237.00	
*Additional gondola shelves (holds up to 4 total)		\$26.00 each	
Coffee Table		\$53.00	
Room Divider		\$168.00	
Faux Silk Palm Tree		\$74.00	

Advance price deadline: September 7, 2017

Orders placed after the deadline date will be assessed a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to the booth, and then canceled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes the request to Demers prior to the close of the show. Exhibitor is responsible for the cost of the repair or replacement if equipment is lost, damaged, or stolen while being rented.

Actual products may vary from images shown

Order Online and Save the 8% Administrative Fee

Subtotal: \$ _____
 6.35 % Sales Tax: \$ _____
 8.00% Admin Fee: \$ _____
Total Due: \$ _____

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

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DIGITAL GRAPHICS AND SIGNS

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 50px; height: 20px;" type="text"/>	L X	<input style="width: 50px; height: 20px;" type="text"/>	W =	<input style="width: 50px; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot					
<input style="width: 50px; height: 20px;" type="text"/>	Square Feet X	\$9.00 per Sq. Ft. Discount Price or \$14.00 per Sq. Ft. Standard Price	=	<input style="width: 50px; height: 20px;" type="text"/>	Total

In order to receive discounted pricing, your order must be received by September 7, 2017.

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard:

Foam Core

PVC Fluted

Upgraded: (additional 15% charge)

Sintra

Gator Board

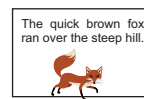
Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT



Vertical



Horizontal



Designer to decide

SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 50px; height: 20px;" type="text"/>	Total X	<input style="width: 50px; height: 20px;" type="text"/>	6.35% Sales Tax +	<input style="width: 50px; height: 20px;" type="text"/>	8.00% Admin Fee =	<input style="width: 50px; height: 20px;" type="text"/>	Grand Total
---	---------	---	-------------------	---	-------------------	---	-------------

If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name: _____	Booth #: _____
Address: _____	Authorized by: _____
City/State/Zip: _____	Signature: _____
Phone: _____ Fax: _____	Date: _____
Email Address: _____	

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017



ARTWORK & FILE GUIDELINES

Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. The two overall considerations for submitting acceptable artwork includes: proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The following files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use.

When using vector based formats, include all fonts, or convert fonts to outlines or paths.

File types that **cannot** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy (floppy disks and zip drives are not a good option for sending large graphics files).
- Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



CUSTOM BOOTH RENTAL



This custom booth rental package includes: three (3) full white backwall panels (8 - 10 linear feet total); two (2) full white sidewall panels (3 linear feet); brushed aluminum trim; one (1) 9' x 10' booth carpet (*indicate color choice below*); one (1) 30" high draped table (*indicate table length and skirt color below*); one (1) padded arm chair; one (1) waste basket; one (1) Company I.D. Sign (*indicate I.D. sign letter color and text below*); show site delivery, setup and dismantling. Quantities are limited and are available on a first-come, first-served basis. This special booth package cannot be ordered at the show site.

***Logos and/or Graphics:** Prices quoted upon request. Please call (860) 882-0003.

Please indicate your choices for the following items:

9' x 10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red	Blue	Gray	Burgundy
	White	Green	Black	
I.D. Sign Letter Color (1):	Red	Blue	Black	
I.D. Sign Text (up to 20 characters):	_____			

Additional I.D. Sign Characters can be ordered @ \$8.00 per character

- ORDER SUMMARY -

# CUSTOM BOOTH RENTAL PACKAGES _____ x \$1004.00 each:	\$ _____
10% Discount (two or more units):	\$ _____
Subtotal:	\$ _____
6.35% CT Sales Tax:	\$ _____
8.00% Admin Fee:	\$ _____
Total Due:	\$ _____

Order Online and Save the 8% Administrative Fee

Payment Enclosed: Company Check Credit Card Authorization Money Order

Order deadline: September 7, 2017

Company Name: _____	Booth# (if known): _____
Address: _____	Phone: _____
City/State/Zip: _____	Date: _____
Authorized by: _____	Signature: _____
Email: _____	

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Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

CUSTOM BOOTH RENTAL



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Order Online and Save the 8% Administrative Fee

Payment Enclosed: Company Check Credit Card Authorization Money Order

Order deadline: September 7, 2017

Company Name: _____	Booth# (if known): _____
Address: _____	Phone: _____
City/State/Zip: _____	Date: _____
Authorized by: _____	Signature: _____
Email: _____	

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**Demers
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Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

CLEANING ORDER FORM

Order Online and Save the 8% Administrative Fee

Vacuumping of booth carpet per booth space @ \$55.00 per day; service includes general booth vacuumping prior to the opening of the show on each day requested.

VACUUMING

Description	# of Booths		# of days		Rate per day	Total
Vacuumping		X		X	\$55	
					8.00% Admin Fee	
					Total	

Porter service per booth space @ \$55.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

Porter Service

Description	# of Booths		# of days		Rate per day	Total
Porter		X		X	\$55	
					8.00% Admin Fee	
					Total	

Order Online and Save the 8% Administrative Fee

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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**Demers
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LABOR ORDER FORM

Order Online and save the assessed 8% Administrative Fee!

Journeyman Labor-

These craftsmen crate and uncrate materials, set up and dismantle exhibits
 STRAIGHT TIME 8:00am to 4:30pm, Monday through Friday
 OVERTIME 4:30pm to 8:00am, Monday through Friday; and weekends
 DOUBLE TIME Holidays

Rates: per person/per hour	
Discount Price	Showsite Price
\$85.50	\$110.00
\$128.25	\$165.00
\$171.00	\$220.00

Two Hour Minimum Per Laborer

**Advance Pricing Deadline:
September 7, 2017.**

Start time guaranteed only when labor is requested for the start of the working day (8:00am).
 Labor must be cancelled in writing, 24 hours in advance to avoid estimated labor charges.

INSTALLATION LABOR

Demers Exposition Supervised Labor

Installation of your exhibit will be completed at our discretion prior to show opening.
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.

Emergency Contact: _____ Phone #: _____
 Display Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00) = \$ _____						
8% Admin Fee = \$ _____						
Total = \$ _____						

DISMANTLE LABOR

Demers Exposition Supervised Labor

Demers Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.
 The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$60.00.

Emergency Contact: _____ Phone #: _____
 Display Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.

Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00) = \$ _____						
8% Admin Fee = \$ _____						
Total = \$ _____						

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

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**Demers
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Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

LIABILITY AND INSURANCE BULLETIN

Progressive Insurance Norwalk Boat Show, Norwalk Cove Marina, September 21-24, 2017

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.





EXHIBITOR SERVICE FORMS

Take note of the vendors, their rates, and most importantly, all deadline dates.

Use the Exhibitor Checklist section to track and meet all of your Show deadlines.

If you have any questions or problems, please call any of the Progressive® Insurance Norwalk Boat Show Team:

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

Parking Pass

Electrical Form

Plant and Flower Form

Live Aboard Form

Piling / Finger Removal
Form

Float information

Jonathan Pritko, Show Manager (646) 370-3645

Lauren Rosenblatt, Exhibitor Relationship Manager - Bulk / In-Water / Booths (646) 370-3577

Elba Rosales-Rice, Senior Show Administrator (646) 370-3660

Josh Rosales, Operations Manager (646) 370-3679

Melissa Hall, Exhibitor Registration and Ticket Coordinator (954) 441-3236

We look forward to working with you to make the 2017 Show another successful show



PAYMENT METHODS

**** Remember to fax or email us a copy of your signed Contract Application ****

REGULAR MAIL

NMMA Payment Center
33928 Treasury Center
Chicago, IL 60694-3900

Make check payable to: NMMA

Reference: invoice/order #, space #, or Norwalk Boat Show

OVERNIGHT

(FedEx, UPS, Express Mail)

Harris Trust & Savings Bank
Attn: Remittance Processing Div.
Lockbox 33928
311 W. Monroe St., 7th Fl.
Chicago, IL 60606
Tel. 312-461-7572 (For tracking)

Make check payable to: NMMA

Reference: invoice/order #, space #, or Norwalk Boat Show

CREDIT CARD

(VS, MC, AMEX, DISC)

Accepted via NMMA's secure payment site:

<http://orders.nmma.org> (Login required.)

WIRE TRANSFER

Harris Trust & Savings Bank
111 W. Monroe Street
Chicago, IL 60690
ABA# 071000288
Account# 3568128
Swift Code: HATRUS44

Reference: invoice/order #, space #, or Norwalk Boat Show

BOAT INFORMATION



Return by August 15, 2017 to:
 NMMA BOAT SHOWS
 Attn: Josh Rosales / Jrosales@nmma.org
 Phone: 646-370-3679

Exhibiting Company: _____ Space #: _____

Contact Person: _____ Phone#: _____

E-mail address: _____ Fax #: _____

24 Hour/On-Site _____ Cell Phone: _____

Emergency Contact: _____

Slip #	Model	Length Overall	Beam	Displayed On: (Cradle, Dolly, Trailer or Water)	Carrier (Factory, Dealer or Water)	Requires Handling By NMMA (Yes or No)	Is this a New Model or Debut
				*			
				*			
				*			
				*			
				*			
				*			
				*			
				*			
				*			
				*			

- Do you have land displays coming by water? Yes No _____ # of hauls to be made
- Do you have in-water displays coming by truck? Yes No _____ # of launches to be made
- Do you have additional bridge work requiring a crane? Land Display Only Yes No
- Do you have staging to be set before boats can be picked? Land Display Only Yes No



Update your Official Show Guide Information

[Click here to access the Show Guide Information](#)

- NMMA Login is required
- Updates affect the Official Show Guide distributed for free to attendees and the “Who’s Exhibiting” list on the website.
- If you have Multiple Booths, select the lowest Order #
- Boat Categories apply for Boat Exhibitors only.



Changes to the **Company Account Info & Event Contact Info** must be submitted to erosales-rice@nmma.org (Changes in these sections affect the company’s Master Account, not the Show Guide Listing.)

*TRMG is the official NMMA Show Guide Publisher and the only publishing house authorized to work for NMMA Boat Shows.



Norwalk Boat Show

Norwalk Cove Marina
September 21 - 24, 2017

Working Exhibitor Information

National Marine Manufacturers Association

237 W. 35th Street , Suite 1006
New York, NY 10001

Exhibitor of Record/Contract Contact: Contact

Name: _____
 Company Name: _____
 Address: _____
 City/State/Zip: _____
 Email: _____

We do not have any working dealers.

If space is contracted to a **MANUFACTURER or Co-Exhibiting companies**, please list all dealer companies that will be working in your space. Co-Exhibitors/Working Dealers get listed in the List of Exhibitors on the show's website and the printed show guide. They must also register for show credentials, separate from the contracted exhibitor.

Primary working exhibitor responsible for managing the exhibit:

Company Name: _____ Web: _____
 Address: _____ City/State/Zip: _____
 Phone: _____ Fax: _____
 Contact Name: _____ Contact Email: _____

List Additional Working Exhibitor Companies

Company Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Web: _____ Contact Name: _____ Contact Email: _____	Company Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Web: _____ Contact Name: _____ Contact Email: _____
Company Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Web: _____ Contact Name: _____ Contact Email: _____	Company Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Web: _____ Contact Name: _____ Contact Email: _____

Note: Any changes to working exhibitor companies & contacts must be forwarded immediately. We will forward a separate badge order form directly to each Working Exhibitor listed above. By signing and submitting this form to NMMA, Exhibitor acknowledges, agrees and consents to receipt of notices from NMMA and its affiliates by facsimile or electronically, using the contact information set forth on this form.

Your Name: _____ Signature: _____ Date: _____
(Please Print)

QUESTIONS?

Please contact: Mrs. Elba Rosales-Rice Phone: (646)370-3660 Fax: (888)649-7786
Email: erosales-rice@nmma.org Web: www.boatshownorwalk.com

Form REG-1 Business Taxes Registration Application

1. Reason for Filing Form REG-1 Check the applicable box:

DRS use only Connecticut Tax Registration Number

- Opening a new business including but not limited to:
 - a. An existing out-of-state business opening a location in Connecticut;
 - b. Selling at a craft show, flea market, fair, or other venue in Connecticut or selling over the Internet; **or**
 - c. An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies).
- Opening a new location. **Enter your Connecticut Tax Registration No.:** _____
- Registering for additional taxes. **Enter your Connecticut Tax Registration No.:** _____
- Reopening a closed business.

Enter Connecticut Tax Registration No. of the closed business: _____
- Purchasing an ongoing business. The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Informational Publication on Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, and Connecticut Income Tax Withholding, on the DRS website.

Enter Connecticut Tax Registration No. of the previous owner: _____
- Forming a business entity under Connecticut law or a non-Connecticut entity required to register with or to obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in Connecticut.
- Establishing a passive investment company (PIC).
- Changing organization type. **Enter your current Connecticut Tax Registration No.:** _____
- Hiring household employees and intend to withhold Connecticut income tax.
- Other (explain); see *Who Needs to Complete REG-1*. _____

2. Business Information: Type of organization

- | | | |
|--|---|--|
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Limited liability company (LLC) | <input type="checkbox"/> S Corporation |
| | <input type="checkbox"/> Check if taxed as a corporation | |
| | <input type="checkbox"/> Check if taxed as an S corporation | |
| <input type="checkbox"/> General partnership | <input type="checkbox"/> Single member LLC (SMLLC) | <input type="checkbox"/> Limited partnership |
| | <input type="checkbox"/> Check if taxed as a corporation | <input type="checkbox"/> Check if taxed as a corporation |
| | <input type="checkbox"/> Check if taxed as an S corporation | |
| <input type="checkbox"/> Limited liability partnership (LLP) | <input type="checkbox"/> Corporation | <input type="checkbox"/> Other (explain): _____ |

3. Nature of Business Activity

Check the box(es) that best describe your business:

- Retailer
 Wholesaler
 Manufacturer
 Service provider
 Other (explain): _____

4. Major Business Activity

Describe your major business activities: _____

5. Business Name and Address

Organization name: Enter the name of the sole proprietor, partnership, corporation, or LLC.		Federal Employer Identification Number, if applicable
Business trade name		CT Secretary of the State Business ID No., if applicable
Business Location: Enter the physical address of the business. A post office box or rural route number is not acceptable. Home-based businesses and flea market or craft show vendors must enter a home address.		
Address line 1		Address line 2
City	State	ZIP code
Mailing address line 1 (Street or PO Box)		Address line 2
City	State	ZIP code
Business telephone number ()	Email address	Bank name

6. List All Owners, Partners, Corporate Officers, or LLC Members Attach a separate sheet if needed.

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number ()
SSN	Date of birth / /	Bank name	
Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number ()
SSN	Date of birth / /	Bank name	
Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number ()
SSN	Date of birth / /	Bank name	
Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number ()
SSN	Date of birth / /	Bank name	

7. Income Tax Withholding

Are you an employer that transacts business or maintains an office in Connecticut and intends to pay wages to resident employees or nonresident employees who work in Connecticut?..... Yes No

If you have a Connecticut tax registration number for withholding for another location and intend to file withholding for this new location under that number, enter that number here: _____ and skip to Section 8; otherwise continue.

Are you an out-of-state company voluntarily registering to withhold Connecticut income tax for your Connecticut resident employees who work outside of Connecticut?..... Yes No

Do you intend to withhold Connecticut income tax from pension plans, annuity plans, retirement distributions, or gambling distributions? Yes No

Do you pay nonresident athletes or entertainers for services they render in Connecticut? Yes No

Do you only have household employees and wish to withhold Connecticut income tax?..... Yes No

Do you only have agricultural employees and wish to withhold Connecticut income tax?..... Yes No

If **Yes**, do you file federal Form 943, Employer's Annual Tax Return for Agricultural Employees, and wish to file **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*, annually? Yes No

If you answered **Yes** to any of the income tax withholding questions, **enter the date** you will start withholding Connecticut income tax. / - /

If you use a payroll service, enter the name of the payroll company: _____

8. Sales and Use Taxes

Do you sell, or will you be selling, goods in Connecticut (either wholesale or retail)? Yes No
Do you rent equipment or other tangible personal property to individuals or businesses in Connecticut? Yes No
Do you serve meals or beverages in Connecticut? Yes No
Do you provide a taxable service in Connecticut? See the Informational Publication, *Getting Started in Business, and the Special Notice on Legislative Changes Affecting the Sales and Use Taxes*, on the DRS website, for a list of taxable services..... Yes No
If you answered **Yes** to any of the sales and use taxes questions, **enter the date** you will start selling or leasing goods or taxable services. - -

9. Room Occupancy Tax

Do you provide lodging rooms for rent in a hotel, motel, or rooming house in Connecticut for 30 consecutive days or less? Yes No
If you answered **Yes**, **enter the date** you will start to provide rooms for rent for lodging purposes in Connecticut. - -

10. Business Entity Tax Do not complete this section if the entity is liable for the corporation business tax.

The **business entity tax** applies to all of the following business types formed under Connecticut law and to those non-Connecticut entities required to register with or obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in the state, whether or not the business has registered or filed a certificate of authority, as the case may be, with the Connecticut Secretary of the State.

- S corporations (Qualified subchapter S subsidiaries (QSSS) are not liable for the business entity tax.);
- Limited liability companies (LLCs or SMLLCs) — any limited liability company that is, for federal income tax purposes, either:
 - Treated as a partnership if it has two or more members; **or**
 - Disregarded as an entity separate from its owner if it has a single member;
- Limited liability partnerships (LLPs); **and**
- Limited partnership (LPs).

Are you a business entity as described above? Yes No
Enter state you are organized under: _____ **Enter date of organization.** - -
If not organized in Connecticut, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. - -
Enter the month your tax year closes: _____

11. Corporation and Unrelated Business Income Taxes

Corporation Business Tax Do not complete this section if the entity is liable for the business entity tax.

Are you a corporation? Yes No
Are you an LLC, SMLLC, or other association taxed as a corporation?..... Yes No
Is this corporation exempt from federal income tax? Yes No
Have you received a determination from the Internal Revenue Services (IRS) that this corporation is exempt from federal income tax?..... Yes No
If **Yes**, enclose a copy of your IRS letter of determination.
Enter state you are organized under: _____ **Enter date of organization.** - -
If not a Connecticut corporation, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. - -
Enter the month the corporate year closes: _____

Unrelated Business Income Tax

Are you a federally exempt organization that has unrelated business income attributable to a trade or business in Connecticut?..... Yes No
If you answered **Yes**, **enter the date** the unrelated business income tax liability started. - -

Passive Investment Company (PIC)

Is this corporation a passive investment company as defined in Conn. Gen. Stat. §12-213(a)(27)? Yes No
Enter the date the PIC was organized. - -
Enter Connecticut tax registration number of the PIC's related financial service or insurance company: _____

12. Business Use Tax

If you are registered for or are registering for sales and use taxes, you do not need to complete this section.

Business use tax is due when a business purchases taxable goods or services including the purchase or lease of assets, consumable goods, and promotional items, for use in Connecticut without paying Connecticut sales tax.

Will you be purchasing taxable goods or services for use in Connecticut without paying Connecticut sales tax? Yes No

If you answered **Yes** to the business use tax question, **enter the tax liability start date.** ^m ^m - ^d ^d - ^y ^y

If you answered **No**, you must complete the *Business Use Tax Declaration* section below.

Business Use Tax Declaration: By registering for any of the taxes listed in this application, you have indicated to the Department of Revenue Services (DRS) that you may have a business use tax liability. Therefore, based on your application, you will be automatically registered for the business use tax unless you complete the following declaration.

I, _____ (name of taxpayer or authorized representative of taxpayer), acknowledge I have read and understand the information concerning the business use tax and declare I will not be liable for business use tax. Please initial here. _____

13. Registration Fee Schedule

Enter the registration fee amount indicated. If you are liable for either sales and use taxes or room occupancy tax, or both, as indicated in Sections 8 or 9, you must pay a \$100 registration fee. Enter the appropriate registration fee(s) from Addendum A if you are registering for the cigarette tax. You must include the total registration fee due with Form REG-1 or your registration application **will not be processed** and will be returned.

Make your check payable to: **Commissioner of Revenue Services.** If you register by mail, send Form REG-1 with your payment to: Department of Revenue Services, PO Box 2937, Hartford CT 06104-2937

Registration Fee

a.	If registering for sales and use taxes or room occupancy tax , enter \$100.*	a.	
b.	If registering for cigarette tax , see Addendum A.	b.	
c.	Total registration fee due: Add Line a and Line b.	c.	

* No fee is required for room occupancy tax if you are registered or are registering for sales and use taxes.

14. All Applicants Must Sign the Following Declaration

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign here and keep a copy for your records.	Signature of owner, partner, LLC member, or corporate officer	Date	Telephone number ()
	Print name of owner, partner, LLC member, or corporate officer	Title	

PARKING PASS ORDER FORM



Submit to: E-Mail: ERosales-Rice@nmma.org **OR Fax:** 888-649-7786
Questions? Call me! Elba Rosales-Rice **PHONE:** 646-370-3660

A limited quantity of parking passes are available and will be distributed on a first come, first served basis. *An Exhibitor* may request up to **TWO (2) Complimentary Parking Passes per Company**. Additional Parking Passes may be purchased at \$30.00 each. *A Parking Pass is valid during show days – Sept. 21-24 2017.*

Company: _____ Booth(s) #: _____

Address: _____

Submitted By: _____ Phone: _____

E-mail: _____

SELECT ONE: **MAIL** **HOLD** for on-site pick up

COMPLIMENTARY PARKING PASSES _____ **(limit 2 per COMPANY)**

PURCHASE ADDITIONAL PARKING PASSES _____ **x \$30.00 = \$** _____

PAYMENT OPTIONS:

By Check/Money Order, payable to: National Marine Manufacturers Association

Mail to: NMMA - 237 W. 35th Street - Suite 1006, New York, NY 10001 Attn: Norwalk Boat Show

By Credit Card: VISA, MC, DISC*

Send payment link to email listed above.

*Once your order is processed, you will receive an email with a link to NMMA's Secure Payment Site.

MANAGEMENT USE ONLY – DO NOT WRITE BELOW THIS LINE

PARKING PASS #

ELECTRICAL SERVICES - MARK BALLARD

****DEADLINE: August 21 ****

1. TENT & EXHIBIT HALL BOOTHS:

Electrical Service is available on request, it is not automatically provided. There is no charge to have one 110v outlet. If you have special electrical load requirements, please complete the form below. The request for electrical service to booth spaces must be received in writing no later than Monday, August 22nd.

2. SHORE SPACE:

Shore space exhibitors do not have individual electrical service. You will be billed separately for this service. For information on shore side electrical service contact:

Mark Ballard, Electrical Contractor, 211 Wolfpit Avenue, Norwalk, CT 06851 – (203) 847-8007.

The cost for one shore drop (15amp, 120 volt outlet) will be \$180.00 each (plus sales tax). Note: orders must be placed and paid in full prior to start of show. **On-site requests for this service will incur a surcharge of \$80.00.** Check must be enclosed with your order, payable to Mark Ballard.

During the show all shore power drop outlets will be disconnected during heavy rain conditions for safety reasons. Excluded are outlets under tents protected from the rain.

3. IN-WATER EXHIBITORS:

The following electrical service is available at slips

- a. 30 amp, 125 volt service, 3-wire female receptacle, Hubbell No. 26 CM 10 or CM 63 at docks A, B, and C.
- b. 20 amp U-ground 120 volt single phase at D dock.
- c. 50 amp 125/250 volt service, 4-wire female receptacle, Hubbell No. 63 CM 69 on all Docks. Be prepared to run your boat generators where dock outlets cannot handle the boat electrical load.

Note: We must ask that each in-water boat please use their boat power requirements sparingly to help control power overloads on the main dock-cable lines.

Labor Rates:

Show Rates - \$80.00 per hour.

Applicable Sales Tax:

6.35% Connecticut sales tax must be added to all labor and materials.

Exhibitor Name: _____

Billing Address: _____

Exhibit Space where outlet is required: Main Tent: _____ Land Space: _____ Slip: _____

Contact Person: _____

Authorized Signature: _____ Phone #: _____

ORDERS RECEIVED AFTER AUGUST 21 WILL BE SUBJECT TO LATE ORDER CHARGE (\$80.00) OR MAY NOT RECEIVE ELECTRICAL SERVICE.

Submit to:
Mark Ballard
211 Wolfpit Avenue, Norwalk, CT 06851
Fax: (203) 847-5513

BRUCE'S FLOWERS

PLANT AND FLOWER ORDER FOR THE 2017 PROGRESSIVE INSURANCE NORWALK BOAT SHOW

QUALITY	PLANT
_____	Mum Plant (Yellow, White, Rust or Lavender—plants decorated with foil & bows) 8" @ 7.50
	Free Delivery
_____	Large Green Plants (Areca Palms, Warnecki, Rubber Trees, Ficus, Schefflera, etc.)
_____	3 Foot Green Plant in basket @ \$35.00 Each
_____	4 Foot Green Plant in basket @ \$45.00 Each
_____	5 Foot Green Plant in basket @ \$55.00 Each

Above items for purchase only.

- Fresh floral arrangements to your color specifications @ \$35.00 each and up.
- Our Designers will be glad to make suggestions for your exhibit at no extra charge.
- Planting in customer's box or container (prices on request).
- **SPECIAL SERVICES:** Floral arrangement and corsages for hospitality suites, luncheons and banquets.

All orders must be paid in advance

AMEX MasterCard Visa Check enclosed

Amount: \$ _____ Plus 6.35% Sales Tax = Total Due _____

Name on Card (please print): _____

Credit Card #: _____ Expiration: _____

Signature: X _____

Company: _____ Phone: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Space/Dock/Slip # _____

Authorized Signature X _____

RETURN WITH PAYMENT TO:

BRUCE'S FLOWERS
454 Main Avenue
Norwalk, CT 06851
(203) 846-1664 ● Fax: (203) 847-0774

EXHIBITOR LIVE ABOARD



Company: _____

Contact Name _____

Phone: _____ E-mail: _____

This list will be held by the Security Desk and will be crossed check with the Live-Aboard passes Issued. Please complete all fields. Overnight access will not be given unless all information is provided.

INDIVIDUAL NAME	BOAT MODEL/NAME	DOCK	SLIP #

Employees must present ID and Exhibitor Badge to the Security Desk at the Main Entrance to access show grounds after show closing. All employees with Live-Aboard access must NOT roam the show floor after closing.

I certify that the individual(s) listed above are staying in the boat(s) listed. Failure to comply with the rules will result in forfeiture.

PILING/FINGER FORM



DEADLINE DATE: August 15

Expand your layout or accommodate your bigger boat...

When you remove a piling, you can alter the layout of your boats to make it look more enticing and unique. You can also benefit by putting a wider beam boat in a slip. Your display affects the public's view and sales. Any slips that need pilings removed must be done before move-in. (September 18). The fee for each piling removed is \$575. The fee for a finger removal is \$725. The show does not receive any profit from the piling pulls. It is a service to help you – the exhibitor.

Desired Pilings Removed: _____

Desired Pilings Repositioned: _____

Desired Fingers Removed: _____

Desired Fingers Repositioned: _____

Install Piling: _____ X \$575/piling = \$ _____

Piling Removal: _____ X \$575/piling = \$ _____

Reposition Piling: _____ X \$875/piling = \$ _____

Install Finger: _____ X \$725/finger = \$ _____

Fingers Removal: _____ X \$725/finger = \$ _____

Reposition Finger: _____ X \$975/finger = \$ _____

Total Amount Due \$ _____

Amount Enclosed \$ _____

Balance Due \$ _____

All orders must be paid in full prior to the first day of the show (September 21)

Company: _____ Space: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

Email Address: _____

Authorized Signature x _____ Date: _____

**RETURN WITH PAYMENT TO:
NMMA**

Attn: Josh Rosales (646) 370-3679 • Fax: (888) 649-7786



FLOAT INFORMATION

MAKE YOUR GUESTS FEEL AT HOME

You can make your in-water display more attractive and inviting with a floating platform. Create closing rooms and hospitality areas for your guests and hot prospects

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

Parking Pass

Electrical Form

Plant and Flower Form

Live Aboard Form

Piling / Finger Removal
Form

Float information

Float Sizes:

- 8' x 20'
- 10' x 20'

Float Pricing:

- \$9.25 per square foot.

- Fee includes launching & hauling of float sections, positioning and securing to docks next to your display.
- Some floats vary in height.



Float orders are filled on a first come, first served basis.

Orders made in prior year do not guarantee a reservation for the 2017 show.

For more information and to secure a float

Contact:

Jon Pritko

Show Manager

646-370-3645

jprikto@nmma.org