



EXHIBITOR MANUAL

GENERAL INFORMATION

Deadlines and Checklist
General Information
Contacts
Floor Plan

Move In Notice
Move In Schedule

SHOW RULES & REGULATIONS

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

HOTEL & TRAVEL

Hotel Reservations
Directions and Parking
Public Transportation

MOVE IN/OUT & SHIPPING

Exhibit Installation Pg. 1
Exhibit Installation Pg. 2
Exhibit Removal
Brownell Systems Services Freight
Shipping Procedures Move In
Schedules
Staging

REGISTRATION & CREDENTIALS

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

BOSTON CONVENTION CENTER

BCEC Order Forms
Utilities
JCALPRO (A/V and Hanging Signs)

FREEMAN COMPANY

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

PRESS & MARKETING

Press Coverage
TRMG Ad Specs
TRMG Publication
Sponsorship Opportunities

EXHIBITOR SERVICE FORMS

Deadlines and Checklist
NMMA Payment Portal
Boat Information & Layout Form
Brownell Systems Services
Working Exhibitor Info Form
Transportation Companies
Pressure Washing Services
ABM Cleaning Services

DEADLINES AND CHECKLIST



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ITEM	DUE DATE
December	
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<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"/> Boat Information and Layout	December 17
January	
<input type="checkbox"/> Brownell Systems (Crane service, Boat Transport)	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	January 8
<input type="checkbox"/> Show Guide Information	January 8
<input type="checkbox"/> Freeman Order Form (Furnishings, Labor, Carpet)	January 15
<input type="checkbox"/> BCEC Forms (Utilities)	January 18
<input type="checkbox"/> JCALPRO (Hanging Signs)	January 18
<input type="checkbox"/> Advanced Warehouse Shipments	January 29
February	
<input type="checkbox"/> Hotel Accommodations	
<input type="checkbox"/> ABM Cleaning	February 8
<input type="checkbox"/> Pressure Washing Service	February 8
<input type="checkbox"/> Parking Passes	February 8



LOCATION

Boston Convention & Exhibition Center

415 Summer Street
Boston MA 02210

Phone: 617-954-2000

E-mail: info@massconvention.com



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DATES & HOURS

Move in—Tues, February 5 - Fri, February 8, 6am – 6pm

Show—Sat, February 9, 10am – 8pm

Show—Sun, February 10, 10am – 6pm

Show—Monday—Friday, February 11–15, 1pm – 9pm

Show—Sat, February 16 10am – 8pm

Show—Sun, February 17, 10am – 5:30pm

Move out—Sun, February 17, 5:30pm – 12am (Midnight)

Move out—Mon, February 18, 6am – 9pm

Move out—Tues, February 19, 8am—6pm

SHOW OFFICE

Location: Level 0, Lobby

Opens: Move in / out: 8:00am – 6:00pm

Show days: 2 hours prior to show opening and closes at show close

Telephone: 617-954-3950

REGISTRATION

Location: Level 0, Lobby

Opens: Move in / out: 8:00am – 6:00pm

Show days: 2 hours prior to show opening and closes at show close

Telephone: 617-954-3480



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CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

350 Copeland Street, 1st Floor
Quincy, MA 02169, USA



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Bmcalpine@nmma.org



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John Marcinek
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CREDENTIALS

newenglandcredentials@nmma.org

BE MY GUEST TICKETS

newenglandtickets@nmma.org

FREEMAN EXPOSITION SERVICES

(Booth Furnishings)

(508) 894-5100

BOSTON CONVENTION CENTER

617.954.2230

exhibitorservices@SignatureBoston.com

JCALPRO

617-954-2345

BROWNELL SYSTEMS

800-262-8428

michelle@brownellsystems.com

WELLS FARGO (Liability Insurance)

tradeshow@wellsfargo.com

PRESSURE WASHING

WOW FACTOR AUTO DETAILING

Mr. Bill Cavanaugh
978-604-6664

wowfactorautodetailing@yahoo.com

BOTTOMS UP DETAIL

Mr. Nick Armstrong
781-837-5500
781-389-6065

bottomsupdetail@verizon.net

Hotel

Renaissance Boston Waterfront
Seaport Hotel
The Westin

NEW ENGLAND BOAT SHOW

FEBRUARY 9 - 17, 2019

BOSTON CONVENTION & EXHIBITION CENTER - LEVEL 0 - BOSTON, MA

