

Application Instructions

54th Louisville Boat RV & Sportshow

January 26-30, 2011

- To Proceed with Application for Exhibit Space
 - List all products/brand names you will exhibit - If it's not on your contract, it won't be in your exhibit.
 - Sign the application and return to Pam:
 - Fax: 502-957-1690
 - Email: plafollette@nmma.org
 - Mail: NMMA, 143-A Arnold Drive, Shepherdsville, KY 40165

- Payment Schedule:
 - 1st Payment: 25% Deposit Due: with application
 - 2nd Payment 25% Deposit Due: August 20, 2010
 - 2nd Payment: Balance Due: November 5, 2010

- Payment Options:
 - Check: Make payable to **National Marine Manufacturers Association**.
 - Checks made out to the specific show name will be returned and can cause delays in the application process.
 - Mail to: NMMA Payment Center, 33928 Treasury Center, Chicago, IL 60691
 - Credit Card:
 - In accordance with Payment Card Industry (PCI) Standards, NMMA has adopted an online system to process all credit card transactions.
 - To pay via credit card, please call Pam at 502-957-1666 to request a User ID and Password to access your open orders on our website: <http://orders.nmma.org>

- Upon confirmation of your space assignment, a countersigned contract will be e-mailed to your office.

- The Allocations Procedures and Display Guidelines information is part of your contract and available on our website at www.LouisvilleBoatRvShow.com in the Exhibitor Center.

- Official Show Directory Listing & Advertising Forms:**
 - ALL requests for directory listings and/or ad space in the Official Show Directory for the Louisville Boat RV & Sportshow will come directly from the Exhibitor Relationship Manager (Pam LaFollette) and will have her name on it.

 - **Be suspicious of any other solicitation for 'free' listings. If you receive any information regarding a directory listing and have questions, please call Pam at 502-957-1666.**

 - Return the Directory Listing form to NMMA, 143-A Arnold Drive, Shepherdsville, KY 40165.

Questions??

Please contact: Pam LaFollette, Exhibitor Relationship Manager
Phone (502)957-1666 Fax (502)957-1690
plafollette@nmma.org