

Exhibitor Contract Instructions & Checklist
2019 Progressive Insurance Louisville Boat RV & Sportshow
January 23-27, 2019

Exhibits

- Like exhibits may be grouped into specialty exhibit areas with similar exhibits. However, exhibit areas are subject to change without notice.
- **Please be advised that, with the exception of service animals, dogs and other animals are not permitted within or as a part of an exhibit.**

To Proceed with Application for Exhibit Space

- The **Allocations Procedures and Display Guidelines** information is part of your contract and available on our website at www.LouisvilleBoatRvShow.com/exhibitorkit in the Exhibitor Center.
- List all products/brand names in exhibit - If it's not on your contract, it is not permitted in your exhibit.
- **INCLUDE A SHOW CONTACT PERSON** name, email, and phone number if different than the person signing the contract.
- Send signed contract and a copy of your check to Lorraine via one of the following methods:
 - Mail: NMMA, 143-A Arnold Drive, Shepherdsville, KY 40165
 - Email: lleveronne@nmma.org
 - Fax: 866-590-8907
- Mail deposit to:
 - NMMA (Payment Center), 33928 Treasury Center, Chicago, IL 60694-3900
 - Please make all checks out to **National Marine Manufacturers Association**. Checks made out to the specific show name will be returned and can cause delays in the application process.
 - Please include LBS19, contract number, or account ID on your check.
- Online Credit Card and ACH Payments:
 - Contact Lorraine to obtain your personalized link to the Payment Portal
 - ACH Payments preferred
 - Credit card payments of up to \$5,000 per quarter only
- Applications without a full deposit will not be considered.
- **The renewal period will end MAY 1, 2018.** All renewal offers not accepted by that day will expire including point seniority and exhibit location. Exhibit space will be released and made available for sale.
- A countersigned contract will be emailed to you as confirmation. If you do not receive one, please contact us.

Payment Schedule:

- **25% Deposit Due: MAY 1, 2018**
- 25% Deposit Due: AUGUST 1, 2018
- 50% Balance Due: OCTOBER 1, 2018

Insurance Required for ALL Exhibitors:

- Insurance is a requirement of your participation. Please note Item #10 on the back of your contract. Move-in will be denied to all exhibitors that have not uploaded an insurance certificate 30 days in advance of the first day of move-in.
- Do not send certificates of insurance to NMMA, you will be provided a link from USI Insurance Services, also known as Wells Fargo Insurance Services, via email. The Certificate of Insurance must be provided at least 30 days before the first move-in date by using the link that you will be receiving from USI Insurance Services.
- Requirements:
 - Must cover all dates of the show including move-in and move-out (Jan 20 – Jan 28, 2019)
 - General liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate
 - Must name Louisville Boat RV & Sportshow, NMMA, the Kentucky Exposition Center and Kentucky State Fair Board as additional insureds
 - Must have the correct certificate holder listed or certificate will be rejected – see below:

- Certificate Holder:
Louisville Boat RV & Sportshow
c/o NMMA
231 S. La Salle St., Ste. 2050
Chicago, IL 60604
- To view a sample of the Certificate of Insurance, [CLICK HERE](#)

- Exhibitor Manual & Other Services Order Forms:** www.louisvilleboatrvshow.com/exhibitorkit
 - Review the Exhibitor Manual. It is available online on the Exhibitor Kit webpage.
 - The Exhibitor Kit, venue services, decorator order info, etc. can be found here, too.

- Official Show Guide Listing & Advertising Forms:**
 - Your listing information can be updated via your personalized link to the Exhibitor Portal which will be sent to you with your countersigned contract.
 - The listing is free. You may also purchase ad space within the Show Guide. Contact Alisdair Martin for more info: alisdair@trmgllp.com
 - TRMG is the publisher of the Official Show Guide and is the ONLY company associated with the show.
 - **Other companies may solicit your information under the guise of “free” or “show guide” listings. These companies are not affiliated with NMMA or the show. Be wary of what you sign.**
 - **Information Submitted after November 15, 2018 may not appear in the printed Show Guide.**
 - Update the information anyway as it will appear on the “Who’s Exhibiting” page of the show website.

- Manufacturers:**
 - If a dealer will be supplying product or manning your exhibit space, submit a Working Dealer form so that show information will be passed along to your exhibitor. The form is available in the online exhibitor kit. The link is below:
<http://www.louisvilleboatshow.com/assets/cabinets/Cabinet113/LBS15%20Working%20Dealer%20form.pdf>

Exhibitor Checklist

Provider	Task	Due
NMMA	Contract + 25% Deposit	1-May
NMMA	2nd payment of 25% of space due	1-Aug
NMMA	Final/Remaining Balance Due	1-Oct
NMMA	Review Exhibitor Manual via online Exhibitor Kit	Today
NMMA	Working Dealer Form (for Manufactures whose dealers will man the space)	with contract
NMMA	Exhibitor Layout of Space (Bulk Exhibits)	1-Nov
NMMA	Featured Product Showcase (All Exhibits)	1-Nov
NMMA	Official Show Guide Listing (update online)	15-Nov
KDMV	Application for Temporary Sale or Display Event, Motor Vehicles (Motorized RV Exhibits)	15-Nov
KDMV	Sales Person Application, Motor Vehicles (Motorized RV Exhibits)	15-Nov
Wells Fargo	Certificate of Insurance (All Exhibits)	21-Dec
NMMA	Move-In/Move-out Schedule	Online December 1
KEC	Electrical Services	1-Jan
KEC	Air/Water/Drainage order Form	1-Jan
KEC	Method of Payment Form	Submit with order
Smart City @ KEC	Internet, Telephone, & AV Services Order Form	1-Jan
AG Exhibitions	Decorator Carpet Rental Order Form	4-Jan
AG Exhibitions	Decorator Furniture Rental (Chairs, tables, etc.)	4-Jan
AG Exhibitions	Decorator Display Labor, In Booth Forklift Service	4-Jan
AG Exhibitions	Decorator Sign Hanging Services	4-Jan
AG Exhibitions	Decorator Payment Method Form	Submit with order
AG Exhibitions	Decorator Sign Hanging Services	2-Jan
NMMA	Exhibitor Credential Order Placed (to receive by mail)	28-Dec
NMMA	Be My Guest Tickets Order Placed (to receive by mail)	28-Dec
NMMA	Parking/Gate Pass	Pick up on site/move-in

CONTACTS:

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 Show Manager
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