

Exhibitor Checklist
2020 Progressive Insurance Louisville Boat RV & Sportshow
January 22-26, 2020

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

- Please review the [Allocations Procedures and Display Guidelines](#) information that is part of your contract.
- 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), PO Box 734266, Chicago, IL 60673-4266
 - 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 LBS20, 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.

Payment Schedule:

- 25% Deposit Due: MAY 1, 2019
- 25% Deposit Due: AUGUST 1, 2019
- 50% Balance Due: OCTOBER 1, 2019

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, UPLOAD a PDF of your certificate to the USI Collection site. (You do not have to purchase insurance from USI, but we will utilize their collection site.)
- Links for Insurance
 - To upload -
 - <https://wfis-forms.usi.com/webforms/exhibitorsinsurance/certificate.aspx?eventid=686>
 - To purchase –
 - <https://wfis-forms.usi.com/webforms/exhibitorsinsurance/getliabilityinsurance.aspx?eventid=686>
 - Requirements:
 - Must cover all dates of the show including move-in and move-out (Jan 19 – Jan 27, 2020)
 - 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, 2019 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. [Click here](#) to download the form.

Exhibitor Checklist

Provider	Task	Due
NMMA	Contract + 25% Deposit	May 1 st
NMMA	2nd payment of 25% of space due	August 1 st
NMMA	Final/Remaining Balance Due	October 1 st
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)	November 1 st
NMMA	Featured Product Showcase (All Exhibits)	November 1 st
NMMA	Official Show Guide Listing (update online)	November 15 th
KDMV	Application for Temporary Sale or Display Event, Motor Vehicles (Motorized RV Exhibits)	November 15 th
KDMV	Sales Person Application, Motor Vehicles (Motorized RV Exhibits)	November 15 th
USI	Certificate of Insurance (All Exhibits)	December 21 st
NMMA	Move-In/Move-out Schedule	Online December 1 st
KEC	Electrical Services	January 1 st
KEC	Air/Water/Drainage order Form	January 1 st
KEC	Method of Payment Form	Submit with Order
KEC	Internet, Telephone, & AV Services Order Form	January 1 st
AG Exhibitions	Decorator Carpet Rental Order Form	January 3 rd
AG Exhibitions	Decorator Furniture Rental (Chairs, tables, etc.)	January 3 rd
AG Exhibitions	Decorator Display Labor, In Booth Forklift Service	January 3 rd

AG Exhibitions	Decorator Sign Hanging Services	January 3 rd
AG Exhibitions	Decorator Payment Method Form	Submit with Order
AG Exhibitions	Decorator Grid Wall and Panel Board Services	January 3 rd
NMMA	Exhibitor Credential Order Placed (to receive by mail)	January 8 th
NMMA	Be My Guest Tickets Order Placed (to receive by mail)	January 8 th
NMMA	Parking/Gate Pass	Pick up on site/move-in

CONTACTS:

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