



Use this checklist as your guideline for important deadline dates and show information.		
Service Provider	Form	Deadline Date
General Show Information		
NMMA	Exhibitor Badges – order here	01/28/19
NMMA	BMG Ticket Order – order tickets here	No Deadline
NMMA	Boat Dolly Rental Form – order your dolly here	No Deadline
NMMA	Show Guide Advertising Form	12/14/18
Connections Housing	Official Housing – book your housing here	ASAP
Park Jockey	Parking – reserve parking here	ASAP
Required Forms		
USI Insurance Services	Purchase Liability Insurance	ASAP
USI Insurance Services	Submit COI	01/06/19
Required Information for Boat Exhibitors		
NMMA	Boat Information – Upland Exhibitors	11/01/18
NMMA	Boat Information – In Water Exhibitors	11/01/18
NMMA	Display Plan – Layout & Height Dimensions – BULK SPACE	11/01/18
In Water Exhibitor with a Structure		
NMMA	AC & Electrical Inquiry Form	11/19/18
Shipping & Freight		
Expo	Shipping Information Form – In Water & Upland	12/17/18
ArcBest	Freight Systems	12/17/18
Kuehne+Nagel - International Freight & Customs	Complete Information Form	7 days prior to arrival
	Deadline to Port of Miami	9 days prior to move in date
	Deadline to Miami Airport	5 days prior to move in date
Service Providers		For Advance Rate Order by:
Expo	Decorator Forms	01/21/19
	Exhibitor Appointed Contractor – EAC Registration	12/3/18
Edd Helms	Electrical Services Order Form – In Water	11/30/18
	Electrical Services Order Form – Upland	1/18/19
Eventstar	Tent Rental for In Water ONLY	10/29/18
		All orders due by 11/19/18
	HVAC for Tents for In Water ONLY	11/1/18
*Full payment must be received before order is processed		
Great Performances	Booth, Exhibitor & Boat Delivery Program & Menu	N/A
AV Provider	Smart Source	1/31/19
ZikZak Connect LLC	Internet/WiFi/Networking Services	12/15/18
A Green Scene	Floral – Indoor Plant Arrangements	N/A

Items marked with (*) are REQUIRED from All Exhibitors.

Items marked with (**) are REQUIRED from Boat Exhibitors only.

Items marked with (\$) are deadlines to receive the advance rate, and Premium rates will apply after deadline.