

# Table of Contents

## **Directory-**

Office & show staff information, show hours and ticket prices

## **Check List/Due Dates-**

General items, exhibitor forms and deadlines

## **General Show Information-**

Show office, telephones, security, emergency procedures, parking, hotels, badges, tickets, and more

## **Rules & Regulations-**

Reprinted from the back of the boat show application and contract for exhibit space

## **Move In/Out & Installation-**

Instructions on move-in/out and exhibit installation

## **MBIA Order Forms-** (Submit on Exhibitor Portal by February 10, 2017)

Credentials Form

Manufacturers Representatives

Guest Tickets Form

Insurance Certificate

Directory/ Web Info

Rules & Regulations Acknowledgement

## **Contractor Order Forms -**

### **Suburban Collection Showplace:**

Exhibitor Parking Form      *Return to Suburban Collection Showplace by March 16, 2017*

### **Art Craft Display**      *Return ALL FORMS to Art Craft Display by March 8, 2017*

Credit Card Authorization

Rental Furniture

Carpet

Drayage/Freight Handling

Lift Truck Service

Labor

Signs & Banners

### **BOCO Enterprises, Inc.:**

Utility Order Form      *Return to BOCO Enterprises, Inc. by March 6, 2017*

Internet and Connectivity Form