

EXHIBITOR CHECKLIST



To Have A Successful Show...

[] **NMMA Forms**

In-Water Boat Information Form w/Electrical Requirements	July 25, 2018
Boat Information Form	July 25, 2018
Boat Layout Drawing	July 25, 2018
Exhibitor Appointed Contractors (EAC)	July 25, 2018
Exhibitor's Certificate of Insurance	August 1, 2018
(EAC) Certificate of Insurance	August 1, 2018
Hotel Arrangements	August 18, 2018

[] **Tampa Convention Center Order Forms**

Electrical Service Order Form	August 14, 2018
Catering Order Form	August 14, 2018
Audio / Visual and Computer Order Form	August 17, 2018
Sign Hanging Order Form	August 17, 2018
Utility (Telecommunications) Order Form	August 18, 2018
Internet Service Order	August 18, 2018

[] **Suncoast Convention Services Order Forms**

Furniture Order Form	August 17, 2018
Labor & Forklift Order Form	August 17, 2018
Carpet Order Form	August 17, 2018
Show Special Order	August 24, 2018
Advanced Freight – to warehouse must be received by	August 31, 2018