



**JANUARY 12-16, 2012**

Produced by



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## **GENERAL INFORMATION**

**LOCATION: PROGRESSIVE INSURANCE CHICAGO BOAT, SPORTS & RV SHOW**  
McCormick Place-North Building  
2301 S. Lake Shore Dr.  
Chicago, IL 60616

**SHOW HOURS:**

Thursday, January 12 .....2:00 p.m. to 9:00 p.m.  
Friday, January 13 .....11:00 a.m. to 9:00 p.m.  
Saturday, January 14 .....10:00 a.m. to 9:00 p.m.  
Sunday, January 15 .....10:00 a.m. to 7:00 p.m.  
Monday, January 16 .....10:00 a.m. to 5:00 p.m.

The exhibit hall will continue with partial lighting an hour after show close each evening, so that sales in progress can be completed.

**SHOW OFFICE – Room N-231**

**Phone: (312) 808-2050**

The show office will be staffed beginning Monday, January 9<sup>th</sup> until Tuesday, January 17<sup>th</sup>. During move-in days the show office will be open 8:00 a.m. until 4:30 p.m. During show days the show office will open two (2) hours prior to show open and (1) hour after show close. For move-out the show office will be open until 9:00 p.m. on Monday, January 16<sup>th</sup> and from 8:00 a.m. to 1:00 p.m. on Tuesday, January 17<sup>th</sup>.

**EXHIBITOR SERVICE CENTER – Room N-229**

The following service contractors will be present to help you with any on site services you may require: Events Exposition Services, NMMA Freight Desk, McCormick Place Exhibitor and Technical Services Department, (Telephone/Internet), Freeman (Electrical, Plumbing, Gas).

**PRESS ROOM – Room N-231**

**Phone: (312) 808-2055**

All industry and working press may stop in to pick up credentials and press kits. All exhibitor press material should be sent to:

NMMA  
Attn: Colleen Kenny  
231 S. LaSalle Street, Suite 2050  
Chicago, Illinois 60604  
Phone: (312) 946-6201, Fax (312) 946-0388  
ckenny@nmma.org

**EXHIBITOR REGISTRATION**

**Phone: (312) 808-2050**

The registration desk will be located inside the Show Office. Registration will be open during move-in days from 8:30 a.m. until 4:30 p.m. each day. During show days, registration will be open two (2) hours prior to show open through show closing.

### **EXHIBITOR APPOINTED CONTRACTORS**

Any exhibitor using a display house other than the "Official" show contractor to install/dismantle their exhibit must notify Show Management in writing of the company performing this service by Friday, December 9<sup>th</sup>, 2011. In addition, all exhibitor appointed contractors must fill out the Exhibitor Appointed Contractor Form located under the **MOVE-IN & MOVE-OUT INFORMATION TAB** and provide show management with a certificate of insurance with limits of liability outlined on this form.

### **EXHIBITOR CARPET**

Exhibitors are responsible for the protection of their own carpet during the move-in and move-out of the show. Due to the use of heavy machinery (cranes, forklifts, etc.) and the possibility of inclement weather, it is recommended that exhibitors provide their own visqueen or make arrangements through an outside vendor. The Progressive Insurance Chicago Boat, Sports & RV Show and its contractors will not be responsible for any damages to unprotected carpet.

### **FLOOR MANAGERS**

Show Management has hired Floor Managers who are experts in convention and public show production and logistics. If you encounter any difficulties during the move-in or move-out, consult these Floor Managers. They can also be reached by radio through the Show Office or the Exhibitor Service Center located in room N-229 in the Mezzanine Lobby.

### **EXHIBITOR INSURANCE**

All exhibitors are required to provide NMMA Boat Shows with a certificate of insurance. This information must now be submitted online:

An online tool is also now available to submit your proof of insurance online electronically. [Click here.](#)

This certificate can be obtained by the exhibitor's insurance agent. Exhibitors also have the option of contracting insurance through **Wells Fargo Insurance Services** if they are unable to secure reasonable insurance for your exhibit

### **SECURITY**

Show Management will provide perimeter security surveillance of the exhibit hall during move in, show days, and move out. All exhibitors must assume full responsibility for the care and control of their exhibit materials and should properly insure these items for theft, loss or damage from the time the exhibit materials leave your place of business until their return following the close of the show.

### **STANDARD BOOTH EQUIPMENT**

Exhibitors occupying booth space (10' x 10' or 10' x 20') are provided with 8' pipe and drape back wall with 3' side rails, a **FREE** two line booth number, and company name identification sign.

### **ELECTRICAL SERVICE**

Electrical service is NOT included in your space rental. If you require electrical service for your display, please fill out the McCormick Place Service Order form along with a method of payment form and **return it to Freeman by the December 15, 2011 deadline.** These forms can be found under the **OTHER SERVICE PROVIDER FORMS TAB.**

### **LITERATURE STORAGE**

Fire regulations prohibit storage of literature cartons or boxes in your exhibit space. Only a one-day supply of literature is allowed in your exhibit space. The show provides a **free literature storage** area for your convenience. Simply notify the Freight Desk of your literature needs one day in advance, and your cartons will be delivered to your booth the following morning. Be sure all boxes are clearly marked with your company name, booth number and contents. **If you fail to inform the Freight Desk a day in advance, you will be charged for literature delivery to your space.**

### **TAX AND BUSINESS LICENSE APPLICATIONS**

All exhibitors electing to sell goods and services are required to obtain an Illinois Business Registration and/or a Retailer's Occupation Tax Regulation Form. These forms are under the **OTHER SERVICE PROVIDER FORMS TAB.**

**HOTEL INFORMATION**

Below is information for the **official headquarters hotel** for the 2012 Show. Please refer to "Progressive Insurance Chicago Boat, Sports & RV Show " or "National Marine Manufacturers Association" for hotel block reservations.

Staying at the conveniently located and newly remodeled Hyatt Regency McCormick Place will make your experience at the Progressive Insurance Chicago Boat, Sports & RV Show that much more enjoyable. We strongly encourage you to secure your hotel accommodations as soon as possible.

To reserve your room(s) or for further information contact:

Hyatt Regency McCormick Place  
2233 S. Martin Luther King Drive  
Chicago, IL 60616  
Phone: (800) 233-1234

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_gi\\_new&groupID=5206138](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=5206138)

**Please mention the "Progressive Insurance Chicago Boat, Sports & RV Show room block" to receive the \$133.00 rate along with free parking.**