

## Boat & Carpet Information/Crane & Forklift Handling Form – Chicago

**Due: December 2, 2011**

\*NOTE – All information on this page is extremely important so that we may schedule enough time for your move-in. Please fill in all blanks and check applicable areas.

Company: \_\_\_\_\_ Space #: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

### PLEASE RESPOND TO THE FOLLOWING QUESTIONS REGARDING YOUR CARPET:

- We will use our own carpet. It will be installed by: \_\_\_\_\_ (please fill in)
- We will pre-ship our carpet to the Events Expo Warehouse.
- We will rent our carpet from Events Exposition Services.
- We will rent our carpet from: \_\_\_\_\_ (if someone other than Events Exposition Services)

\*NOTE: It is very important that you pre-ship your carpet to the Events Expo Warehouse no later than December 23, 2011. Also, if you need Events to install your carpet, please fill out and return the CARPET INSTALLATION FORM under the **FREQUENTLY REQUESTED FORMS TAB**.

We will have \_\_\_\_\_ Oversized Loads (over 12' wide) with weekend over-the-road restrictions.

Our boats will be transported via: \_\_\_\_\_ (Name of carrier)

Carrier telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

### Questions?

Operations Manager: Nick Ligammari  
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NMMA Advantage: Freya Olsen  
[folsen@nmma.org](mailto:folsen@nmma.org) ; Ph: (312) 946-6255

\*Note – Exhibitors are responsible for the protection of their own carpet during 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 Chicago Boat, Sports & RV Show and its contractors will not be responsible for any damages to unprotected carpet.

**\*NOTE - FILL OUT INFORMATION FOR EACH BOAT ON DISPLAY IN THE CHART ON THE FOLLOWING PAGE. ALSO FAX YOUR SPACE/BOOTH DIAGRAM WITH THIS FORM!**



**PLEASE SHOW DIMENSIONS OF YOUR EXHIBIT AND LAYOUT TO SCALE**  
**Indicate Show Aisles Bordering Your Space**

1.  = \_\_\_\_\_ SQ. FT

A large grid consisting of 20 columns and 20 rows of small squares, intended for drawing an exhibit layout to scale.

**Exhibiting Company:** \_\_\_\_\_ **Space #:** \_\_\_\_\_

**Exhibit/Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_