



## GENERAL SHOW INFORMATION

## Discover Boating - Chicago Boat Show

McCormick Place / January 11 - 15, 2023

### Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) | online ordering: [www.boomer/valleyexpodisplays.com](http://www.boomer/valleyexpodisplays.com)
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

### Show Management Information

- National Marine Manufacturers Association
- Keith Ogulnick
- 312.946.6242
- [kogulnick@nmma.org](mailto:kogulnick@nmma.org)

### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard 10'x10' & Bulk Spaces booth will include:

- Blue/White 8' Back Drape and 3' Side Drape
- (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting. Aisle are carpeted in pepper color carpet.

### Event Schedule Information

<b>Exhibitor Move In:</b>	Monday	January 9, 2023	8am-4:30pm
	Tuesday	January 10, 2023	8am-4:30pm
	Wednesday	January 11, 2023	8am-12:00pm
<b>Show Hours:</b>	Wednesday	January 11, 2023	2pm - 8pm
	Thursday	January 12, 2023	11am - 8pm
	Friday	January 13, 2023	11am - 9pm
	Saturday	January 14, 2023	10am - 8pm
	Sunday	January 15, 2023	10am - 5pm
<b>Exhibitor Move Out:</b>	Sunday	January 15, 2023	5pm-11pm
	Monday	January 16, 2023	7am-6pm



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### Important Deadlines Dates

**Discount Price Deadline: Monday, December 19, 2022**

*Orders received after discount deadline date will be processed at standard pricing, no exceptions.*

**Booth Carpet Special Ordering Deadline: Monday, December 5, 2022**

**Pre-Show Ordering Deadline: Monday, January 2, 2023**

### Preshow Ordering Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **1/2/2023**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

### Payment Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

### Cancellations & Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, **NO EXCEPTIONS!**

### Tax Exemption

- If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the State in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

### Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$ 25.00 Third Party Processing Fee, \$ 45.00 EAC Processing Fee.

### Miscellaneous Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.



For your convenience, Valley offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

Place your order or receive access to Valley's Exhibitor Portal at <https://valleyexpodisplays.boomerecommerce.com/Pages/Security/Login.aspx>. You must login or create an account and follow the simple instructions for ordering.

If you need assistance at any time during your visit to Valley's Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



### Three Ways to Login

#### Online Ordering Email

Exhibitors will receive an email from [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Valley's Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Valley's Exhibitor Portal.

#### Previous Ordered with Valley

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Valley's Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via email.

#### 1st Time Registering

To register for the first time for Valley's Exhibitor Portal, please click here. Select "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

Select your event by clicking "Shop Now"



Once logged in, please confirm your profile information. If you need to update your information, please contact us at [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the "Secured Checkout" button on the top right of the page. Then,
  - Review Your Customer Details
  - Accept the Terms and Conditions
  - Apply Payment and Secure Your Credit Card On File
  - Final Review of Your Order
  - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)



## METHOD OF PAYMENT

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You may choose to pay by credit card, check payable to Valley Expo & Displays, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Valley services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

### Pre-Show Orders

All pre show orders **must** be received by **1/2/2023**. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://valleyexpodisplays.boomerecommerce.com>

Email all order forms along with this form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax all order forms along with this form to 815.873.1544

**Please note** all orders emailed or faxed will incur a \$ 25.00 administrative processing fee.

### Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will be incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

### Discount Deadline

Orders received without payment or after the discount price deadline of **Monday, December 19, 2022** will be charged at the standard price.

### ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com). A \$ 25.00 service charge will be added for processing U.S. wire transfers. A \$ 50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **Discover Boating - Chicago Boat Show**

EVENT CODE: **3230105**

<b>ACH Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Illinois Bank and Trust Rockford, IL</b>	Routing Number: <b>071925554</b>	Account Number: <b>1108596</b>	
<b>Wire Transfer Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Dubuque Bank and Trust Dubuque, Iowa</b>	Account Number: <b>1108596</b>	SWIFT CODE (US): <b>DUBTUS44</b>	SWIFT CODE (INTL): <b>DUBTUS44</b>