

# EXHIBITOR CHECKLIST

## 2010 New England Boat Show

We have put together a checklist to help you prepare for the New England Boat Show. Please refer to each individual form and note the deadline for each service. We hope this makes preparing for the show more efficient and cost effective. Discounted rates are offered to those who order in advance. Services may be ordered after the advance ordering deadlines, but you will pay a higher rate for the service.

### Service

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- \_\_\_\_\_ **Hotel Reservations** Check each individual listing
- \_\_\_\_\_ **Balances** for booth space: You will receive an invoice; all balances are due by January 20, 2010.
- \_\_\_\_\_ **Badges:** You must submit a list in advance of the show (By January 20, 2010). Badges will be mailed provided we receive them by the due date.
- \_\_\_\_\_ **Electrical:** Service offered by the Boston Convention & Exhibition Center.
- \_\_\_\_\_ **Vacuuming:** Exhibitors *may not* vacuum their own booths. Cleaning service may be ordered through the Boston Convention & Exhibition Center.
- \_\_\_\_\_ **Plumbing/ Water:** Service offered by the Boston Convention & Exhibition Center.
- \_\_\_\_\_ **Telecommunications** (Phone, Fax, Modem lines): Service offered by the Boston Convention & Exhibition Center.
- \_\_\_\_\_ **Decorating & Furnishings:** Service offered by Freeman Decorating.
- \_\_\_\_\_ **Labor** for the Booth: Service offered by Freeman Decorating.
- \_\_\_\_\_ **Guest Tickets:** Service offered by North American Expositions.
- \_\_\_\_\_ **Shipping:** Check the Freeman Decorating forms for instructions.
- \_\_\_\_\_ **Pressure Washing:** All exhibitors must make their own arrangements. Information is enclosed.
- \_\_\_\_\_ **Parking Permits:** These permits are available through the Boston Convention & Exhibition Center
- \_\_\_\_\_ **Boat Cleaning Crews:** Be sure you have made arrangements to receive credentials for each of your boat detailers, and also be aware of the times the hall will be open to detailers.
- \_\_\_\_\_ **Photography:** The show photographer is Fay Foto. 617-267-2000.
- \_\_\_\_\_ **Advertising with Northeast Boating Magazine**
- \_\_\_\_\_ **Program Information Forms:** Must be returned to North American by November 15th.
- \_\_\_\_\_ **Crane Service:** Exhibitors must make their own arrangements. See special form.
- \_\_\_\_\_ **Rigging:** Service offered by the Boston Convention & Exhibition Center