

# Exhibitor Credentials

Exhibitor credentials will be mailed out to you provided you return your form by January 20, 2010. These credentials are for the personnel staffing your booth only and are not transferable. It is your responsibility to ensure that individual credentials are distributed to the correct individual working the show. A signature will be required upon delivery. If your staff member does not have the credential and we are able to electronically trace the credentials arriving to you, your staff member will have to pay \$10.00. If you are not the person who will be distributing the credentials then provide us with the right name and address.

Please provide us with an accurate list of names. Additions and changes may be made during the move-in and during the show. If you have any questions, please call 800-225-1577. **Lost or Forgotten Credentials will be subject to a replacement fee.** The exhibitor registration will be in the East Lobby show entrance.

**Make sure that your staff is instructed to go to the Exhibitor Desk in the lobby for credential the during the show days. During the move-in only, credentials will be in the show office.**

**List received after January 20th can NOT be processed and mailed out. They will be held at the exhibitor desk in the lobby.**

All lanyards and plastic holders will be available at the exhibitor entrance to the show. They will not be included in the credential mailing.

Please return by fax to 617-472-0159

or Mail to:

New England Boat Show 350 Copeland St., 1<sup>st</sup> Floor, Quincy, MA 02169

## Credentials should be mailed to:

Person: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

# LIST THE NAMES FOR THE CREDENTIAL:

Your lists may be faxed to 617-472-0159 or emailed to [msteen@naexpo.com](mailto:msteen@naexpo.com) by Jan. 20th. Please print clearly ! Make sure that the name and address we are sending the badges to is to the correct address for their distribution . Do not fax and mail the same list.

Company name: \_\_\_\_\_

Phone number and contact person: \_\_\_\_\_

Personnel staffing booth:

_____	_____
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