



INTRODUCTION

The National Marine Manufacturers Association and Festevents are pleased to welcome you to the third annual Virginia In-Water Boat Expo & Sailfest, September 14 – 16, 2007. This Instruction Manual has been designed to answer all your questions and to provide you with important show information. We hope you will find this useful and effective. On behalf of the Virginia In-Water Boat Expo & Sailfest team, thank you and welcome to the show.

GENERAL INFORMATION

Dates & Location

September 14-16, 2007
Downtown Norfolk Waterfront
Norfolk, VA 23510

Show Hours

Friday, September 14th: Noon – 8 p.m.
Saturday, September 15th: 10 a.m. – 7 p.m.
Sunday, September 16th: 10 a.m. – 6 p.m.

Show Office/ Registration

The Virginia In-Water Boat Expo & Sailfest show office is located at the entrance to the show.

On-site Phone Number

Festevents Norfolk Office: 757-441-2345

Prior to the show

Melissa Gaffney – Show Manager: 954-441-3230 mgaffney@nmma.org
Joanne Zito – Sales Manager: 954-441-3229 jzito@nmma.org
Scott Cohen – Sales Coordinator: 954-441-3242 scohen@nmma.org
Venus Almodovar – Show Administrator: 954-441-3226 valmodovar@nmma.org
Lori Gleason – Sailfest Sales: 401-841-0900 Ext. 26 lori@sailamerica.com

NMMA Boat Shows

9050 Pines Boulevard – Suite #305
Pembroke Pines, Florida 33024
Tel: 954-441-3220
FAX: 954-430-4171

EXHIBITOR CHECKLIST

To have a Successful Show...	Deadline
<input type="checkbox"/> Advertising in Show Directory	July 19
<input type="checkbox"/> Special Event Business License	August 11
<input type="checkbox"/> In-Water Boat Info/Electrical Requirements	August 10
<input type="checkbox"/> Land Exhibits Boat Information Form	August 10
<input type="checkbox"/> Land Electrical Notification	August 10
<input type="checkbox"/> Exhibitor Credential Order Form	August 24
<input type="checkbox"/> Exhibitor Guest Ticket Order Form	August 24
<input type="checkbox"/> Exhibitor Appointed Contractors (EAC)	August 24
<input type="checkbox"/> (EAC) Certificate of Insurance	August 24
<input type="checkbox"/> Exhibitor's Certificate of Insurance	August 24
<input type="checkbox"/> Hotel Reservations	August 27
<input type="checkbox"/> Tent Rental Information	August 30
<input type="checkbox"/> New Product & Media Alert Info Form	August 31
<input type="checkbox"/> Freight Handling Order Form	September 7
<input type="checkbox"/> Furniture & Accessories Order Form	September 7
<input type="checkbox"/> Furniture Package Order Form	September 7

GENERAL INFORMATION

AISLE SPACE

Aisle space may not be used for exhibit purposes or for general solicitation of business. Distribution of any literature or other exhibit material is forbidden outside your immediate exhibit area.

BOAT CLEANERS

NMMA must be notified of any boat cleaning company hired to clean your boats. You should use the EXHIBITOR APPOINTED CONTRACTOR form in the Order Forms section of this kit. Contractors must file a CERTIFICATE of LIABILITY INSURANCE with the NMMA no later than August 24, 2007. All boat cleaning companies must abide by the rules regarding early and late show site access, have appropriate credentials, and meet all security and insurance requirements.

BOOTH CLEANING

You are responsible for cleaning and emptying wastebaskets in your exhibit at the close of the show each day. This service is not included in your exhibit space cost. NMMA is responsible for aisle cleaning, restrooms and public trash bins.

BUSINESS LICENSE – (SPECIAL EVENT BUSINESS LICENSE)

All business and professional operations must obtain a City of Norfolk Special Event Business License before commencing operation in the City of Norfolk. **The \$50 license fee is NOT included in your space cost.** The Norfolk Special Event Business License Form is located in the Order Forms section of this kit and must be completed and returned to the City of Norfolk before September 4, 2007. Failure to respond could impact your participation.

If you already have a 2007 Norfolk Special Event Business License, please complete only the top portion of the application. Be sure to include your account number.

Please return your application and payment made payable to Norfolk City Treasurer by mail to:

Cameron Waite
License Inspector, Commissioner of the Revenue
P.O. Box 2260
Norfolk, VA 23501-2260

CHECK – IN / ARRIVAL

Every vehicle that needs to unload within the show grounds must be assigned a Vehicle Access Pass. This access pass is assigned at check-in and will facilitate your access to Downtown Norfolk Waterfront and allows us to identify your vehicles for security and safety purposes. Any vehicle without a Vehicle Access Pass, or those cars parked in handicap locations, will be ticketed and/or towed at the vehicle owner's expense.

CONDUCT OF EXHIBITS

Booths must be set and operational by 10:00am, Friday September 14th and must be staffed during all show hours. Only those companies that have contracted for exhibit space are permitted to demonstrate product, solicit orders or distribute advertising at the show. Sales, signage, models, and distribution of literature and/or promotional items must be confined to your exhibit space.

DIRECTORY ADVERTISING

Make sure your show investment really pays off for your company! You can advertise in the official show directory produced by SOUNDINGS Publications and be seen by everyone at the show and long after! Advertising rate information and order forms are located in the Order Forms section of this kit. SOUNDINGS is the only official Virginia In-Water Boat Expo & Sailfest Show Directory producer.

DISPLAY EQUIPMENT PROVIDED

◆Accessory Booths

Unless otherwise informed by NMMA staff, all accessory booth spaces will be provided with a tent (including front and side tent panels) and with one (1) identification sign at no additional charge to you. You are encouraged to enclose your exhibit space at the end of each show day. Booth spaces will not be provided with pipe and drape. Be sure to notify NMMA of you electrical service requirements by August 10th.

◆Boat/Bulk Space

Boat and bulk exhibit space is not provided with drape or identification signs. Please review all the electrical requirement information listed on the order form, noting any special marine electric requirements you may have. In-water exhibitors are responsible for all mooring lines and bumpers needed to secure your boats.

DISPLAY GUIDELINES

NMMA's complete Display Guidelines can be found on www.virginiaboatexpo.com. All proposals for exhibit structures and signs require NMMA approval. As long as your display enhancements do not interfere with surrounding exhibitors, your proposal has the likelihood of our written approval. Examples of interference refer to blocking sight lines and creating excessive noise.

In the interest of providing the public and other exhibitors with the highest quality of boat show experience, all exhibitors are urged to "dress ship". Draping unsightly cradles or trailers is just one of the things which can be done inexpensively to improve the character of your display, and attract hot prospects! Please contact Melissa Gaffney with questions.

DRIVING DIRECTIONS

Downtown Norfolk Waterfront & Town Point Park, Norfolk's largest waterfront park, is located on Waterside Drive along the banks of the historic Elizabeth River, and is situated between the Waterside Festival Marketplace and Nauticus, the National Maritime Center.

From I-64, take I-264 West toward Downtown Norfolk and exit left onto Waterside Drive. The park is located approximately ½ mile ahead on the left.

Over 18,000 metered and garage parking spaces are conveniently located within walking distance of the park or on the NET bus route.

For more details about parking in Downtown Norfolk, including garage location and rate information, call (757) 664-6222 or visit www.norfolk.gov/parking.

ELECTRICAL SERVICE

Please notify NMMA Show Management of your electrical requirements in advance so that necessary steps can be taken to ensure availability. We do not charge for hookups, however exhibitors must provide their own extension cords for outdoor use.

◆Booth & Land Electric

Electrical service is turned off every night at show close. Please take precautions to protect any safety systems or items that are perishable in your exhibit.

◆In-Water / Dock Electric

Based on the In-Water Boat Exhibitor Information Form with electrical requirements you supplied to us, you will receive one 30amp or 50amp electrical service per in-water boat displayed only if you have informed us of your needs no later than August 10th. Thereafter, boats will receive electrical service only if available.

YOU MUST BRING YOUR OWN MOLDED ELECTRICAL CONNECTOR(S).

EMPTY CRATE STORAGE

Empty crates can be removed, stored and returned at the end of the show for your convenience. Contact the Show Office to make your individual arrangements. The NMMA, Festevents and associated personnel cannot be responsible for materials and/or property left in stored crates (or display materials and crates left behind by exhibitors, freight companies or any hired service company.)

ENCLOSED EXHIBIT AREAS & MULTI-LEVEL EXHIBITS

All special booth construction must meet local, state, federal and building codes and comply with the NMMA Boat Shows Allocation Procedures and Display Guidelines (available on-line at www.virginiainwaterboatexpo.com). If you plan to have a booth constructed with an enclosed area (walls or ceilings), or an exhibit with multiple levels, please be sure to consult with all applicable City of Norfolk code requirements.

EXHIBITOR APPOINTED CONTRACTORS

Any exhibitor using a contractor other than the “official service contractor” must notify the NMMA by August 24, 2007. Please complete and return the Exhibitor Appointed Contractor form located in Order Forms section of this exhibitor kit. Additionally, a Certificate of Liability Insurance from your appointed contractor must be forwarded to our office by fax (954-430-4171). This is in addition to the Certificate of Insurance required for your company.

EXHIBITOR CREDENTIALS

An Exhibitor Credential order form is located in the Order Form section of the exhibitor kit. Please be sure to complete this application form and return it by August 24th by mail or fax. The maximum number of credentials issued is determined by the amount of square feet for which your company has contracted and paid in full. You will find your square footage on your contract for exhibit space. If in doubt, please feel free to contact Venus at 954-441-3226 (fax at 954-430-4171) for assistance.

<u>Booth & Bulk Exhibits</u>	<u>In-Water Boats</u>	<u># of Credentials Allowed:</u>
200 sq. ft. or less	2 or less	6
201 – 500 sq. ft.	3 – 4	10
500 – 2000 sq. ft.	5 or more	12
2001 – 3500 sq. ft.		15
over 3500 sq. ft.		20

Exhibitor Registration is located in the Show Office at the entrance on Boush St. and Waterside Drive and will be open beginning Wednesday, September 12, 2007 at 8:00 a.m. and will remain open during all hours of the show. Your Exhibitor Credential accompanied by photo identification allows access to the exhibit areas TWO HOURS before show opening each day. Exhibitors pre-registering may have passes mailed to them or held at the registration desk for pick up. Please be sure to have your exhibit space paid in full to avoid any unnecessary delays.

EXHIBITOR GUEST TICKETS

Make your guests and prospects feel like VIP's. Distribute all the tickets you want; you pay for only those used! Exhibitor Guest Tickets are available at a rate of \$5.00 per ticket. Exhibitors may order an unlimited number of tickets and are only obligated to pay for those tickets that are actually turned in at the gate. Please complete the order form located in the Order Forms section of this kit, and return it as soon as possible (orders received after August 24, 2007 should be picked up on site at the show office). Tickets will only be issued if an active credit card is on file.

FIRE MARSHAL

The City of Norfolk Fire Department is an integral part of safety at Waterside Marina during the Virginia In-Water Boat Expo. Fire Marshals strive to maintain the safety standards established for local and state fire regulations while considering national fire safety trends. Please contact us at 757-441-2345 with any questions.

FREIGHT

Freight services are coordinated by each exhibitor. Advance freight may be shipped to Dunmar Exhibit Services prior to September 7th. Each exhibitor must complete a bill of lading and contact their selected freight carrier individually. Be sure to register your outbound freight shipments with Dunmar Exhibit Services or the Show Office.

FUEL TANKS

All fuel tanks must be emptied and free of vapors prior to entering Town Point Park. Any equipment damage or property liability damage claims resulting from fuel tank or water tank levels not meeting requirements shall be the responsibility of the exhibitor not complying with the regulations.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit any type of gratuity by any service employee for any service(s) should be reported to the Show Office immediately.

HOTEL & TRAVEL ARRANGEMENTS

To assist in planning your hotel accommodations, we have secured a block of guest rooms at the hotels listed below. They offer limited number of specially discounted guest room rates for the show exhibitors. When calling the hotel of your choice please, be sure to reference the Virginia In-Water Boat Expo's room block to receive special rates.

Norfolk Marriott Waterside
235 East Main Street
Norfolk, VA 23510
Exhibitor Rate: \$114
Deadline: August 27, 2007
Phone: 757-627-4200

HOURS OF INSTALLATION

Installation begins at 8:00 a.m. and ends at 5:00 p.m. daily unless show staff informs you otherwise. All exhibit material and boats must arrive according to your scheduled move-in time. If you have special installation requirements please contact us as soon as possible.

INSURANCE

All exhibitors are required to adhere to the Insurance & Indemnification guidelines as detailed in the terms, rules and regulations of your contract for exhibit space. Be sure to list NMMA, City of Norfolk and Norfolk Festevents, Ltd. as additional insured. Certificates of Insurance must be received by NMMA no later than August 24th. Please fax to 954-430-4171, or email a PDF to mgaffney@nmma.org.

Coverage must be in effect during the entire show period, including installation and dismantle. We suggest you include the full shipment period to and from your facilities. Acordia/Northwest insurance is available to those exhibitors who are not otherwise covered under their own policies (an insurance application form and detailed requirements are located in Order Form attachment of this kit). A Certificate of Insurance is also required from your exhibitor appointed contractor to be sent to NMMA no later than August 24th. Please refer to the insurance certificate sample provided for all pertinent information including limits.

LIVE ABOARD PASS

Exhibitors staying aboard boats during the show are required to obtain a "Live Aboard Pass" from the show office. This pass, along with an exhibitor credential and government issued photo I.D. will allow access after show hours.

LOST CHILDREN & RELATIVES

All lost children and relatives should be brought to the NMMA Show Office immediately. The Show Office is located at the Boush St. and Waterside Drive entrance of the show.

MATERIAL HANDLING SERVICES -LIMITS OF LIABILITY AND RESPONSIBILITY

Please read the following rules and regulations regarding material handling

- ◆ NMMA and its subcontractors shall not be responsible for damage to uncrated an/or unskidded materials, materials improperly packed, glass breakage or concealed damage.
- ◆ NMMA and its subcontractors, are not, and cannot be, responsible for loss or disappearances of Exhibitor's materials after same have been delivered to Exhibitor's booth.
- ◆ Inbound Shipments – There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the representative at the booth and during such time the shipment(s) will be left unattended in the booth. Neither NMMA nor its subcontractors shall be responsible for any loss or damage, which may occur during such period.
- ◆ NMMA and its subcontractors cannot be responsible for disappearance of Exhibitor's materials before the materials are picked up from Exhibitor's booth for loading out after the show. All bills-of-lading covering outgoing shipments, which are given to NMMA by Exhibitors, will be checked at the time of pick-up from the booths and corrections made where discrepancies exist.
- ◆ Outgoing Shipments – It is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier, and during such time the shipment(s) will be left unattended in the booth. NMMA or its subcontractors, will adjust the quantities of items on any bill-of-lading submitted to conform to the actual count of such items in the booth at time of pick-up.

- ◆ NMMA and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss, delay or damage due to fire, theft, windstorm, water, vandalism, acts of god, mysterious disappearance, strikes, lockouts or work stoppage of any kind, or other causes beyond its control.
- ◆ It is understood that NMMA and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that any amounts payable to NMMA hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by NMMA or its subcontractors, it is understood that NMMA and its subcontractors do not provide for full liability should loss or damage occur. It is agreed that if NMMA or its subcontractors should be found liable for loss or damage due to a failure to properly handle Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.50 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy. The liability of NMMA and its subcontractors shall be limited to that derived from any loss or damage which results solely from the gross negligence of NMMA or its subcontractors in the actual physical handling of the items comprising Exhibitor's shipment(s) and not for any other type of loss or damage. Any claim for loss or damage must be submitted to NMMA prior to the close of the show.
- ◆ NMMA and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
- ◆ The Exhibitor agrees, in connection with the receipts, handling, temporary storage and reloading of our materials that NMMA and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of NMMA or its subcontractors, shall sign a delivery receipt, bill-of-lading or other document we agree that NMMA or its subcontractors, will do so as the Exhibitor's agent and the Exhibitor accepts the responsibility therefore.
- ◆ In order to expedite removal of materials from the show site, NMMA shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions and the exhibitor agrees to be responsible to pay for charges relating to such handling at the warehouse. No liability will be assumed as a result of such re-routing or handling.
- ◆ Once exhibits or materials are placed in the booth, NMMA will not be responsible for condition, count, or content until such insured against fire, theft, and all hazards while in transit, and to and from your booth and for the duration of the Show.
- ◆ **Property Insurance: BE SURE YOUR MATERIALS ARE INSURED** from the time they leave your firm until they are returned to the show. We suggest that Exhibitors arrange "all risk" coverage. This can be done by "riders" to existing policies. Contact your insurance representative. **BE SURE YOUR LIABILITY INSURANCE IS IN EFFECT AT THE SHOWSITE.** Be sure to review other insurance requirements per the contract for space.

MOVE-IN INSTRUCTIONS

- ◆Booth exhibitors should plan to arrive on Thursday, September 13th during set-up hours (8:00 a.m.–5:00 p.m.)
- ◆Boat exhibitors in-water and on-land will receive move-in information including a specific arrival time frame for your boats or display via fax. Boat move-in will take place on Tuesday, Wednesday and Thursday, September 11th – 13th. Please contact Melissa Gaffney if you have questions, concerns or special requirements.

MOVE-OUT INSTRUCTIONS

Move-out begins after the show closes at 6:00 p.m. on Sunday, September 16th. Booth exhibitors should plan to have their display removed from the park by Monday, September 17th at noon. Move-out information will be hand delivered to boat exhibitor's in-water and on-land on Saturday, September 15th. If you have questions or concerns please contact the Show Office.

MUSIC PERFORMANCE AT NMMA SHOWS

If any copyrighted music is to be played at your display, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner.

The licensing requirements include the playing of live as well as recorded music (records, tapes, compact discs, radio broadcasts, etc.) and also include music whether it is the essence of the presentation or is used only as background on videotapes or other presentations.

To obtain a valid ASCAP or BMI license, simply write a letter to the agencies listed below and tell them of the composition and the names and dates of the show you will be playing it for.

ASCAP Licensing Dept.
1 Lincoln Plaza, New York, NY 10023
(212) 595-3050

BMI Licensing Dept.
320 West 57th Street; New York, NY 10019
(212) 586-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract with NMMA Boat Shows. **Penalties can amount to several thousand dollars.** Please take a few minutes to ensure a hassle-free event by acquiring the proper license.

Other options available to you are:

1. Simply don't play music in your display.
2. Contact the composer and make your own deal.
3. Use music that is in the public domain.
4. Obtain music from music libraries that may have already obtained their own licenses from ASCAP and BMI or create original work.

The 3M Cantata System (a music library) is available through the International Association of Exposition Management (IAEM) at (317) 638-6236.

Other Music Libraries are:

Associated Production Music – (213) 461-3211
DeWolfe Music Library – (212) 382-0220
Killer Tracks – (213) 957-4455
Omnimusic, Inc. (516) 883-0121
TRF Production Music Libraries – (212) 265-8090

Capital Music – (213) 462-6251
FirstCom – (214) 934-2222
Manhattan Production Music – (800) 227-1954
Promusic, Inc.- (305) 776-2070

If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.

PARKING

One exhibitor parking pass per booth will be available at no charge and is valid from Thursday, September 13th to Sunday, September 16th. You may pick up your parking pass at the Show Office.

PUBLICITY

DIA, Inc. has been selected as our public relations company. To assist with local radio and television pitches, we would like to know what new or unique products you plan to exhibit at the show. Please complete the New Product & Media Alert Information Form found in the Order Forms section of this kit.

PREFERRED GUEST TICKETS

You may order custom design PREFERRED GUEST TICKETS with YOUR company name, YOUR logo, and YOUR own advertisement on them! You supply us with the film and match print, and we will do the printing for you! You'll be billed separately for the cost of printing and production. NMMA will accept these special guest tickets at only the show(s) you specify to us. You'll only pay ½ of the face value for those customers that actually use a ticket at the door to attend the show. Contact Susan Lokaj at 312-946-6244 for more information.

SALES TAX REQUIREMENTS

Exhibitors must register with the Virginia Department of Revenue prior to bringing product into the State of Virginia for sale at the show. Please contact the Virginia Department of Revenue to address any questions.

SECURITY

We provide basic security for the duration of the show, including move-in and move-out. Neither the NMMA, the Virginia In-Water Boat Expo, Festevents, the City of Norfolk, Waterside Marina, or any show contractor or representative(s) can be responsible for your loss or damage. All exhibitors are required by contract to have insurance for any loss or damage that may occur before, during or after the show. Following are some suggestions for security precautions:

- ✓ Do not indicate the contents on the outside of your cartons or crates. The cartons should be marked by company name & booth number and marked numerically, to deter theft.
- ✓ Ship locked or bolted crates only. Avoid using small cartons or cardboard boxes for product shipments.
- ✓ Furnish complete & accurate bill of lading(s) to your shipping company.
- ✓ Do not store un-displayed or excess product in empty crates, under tables or displays.
- ✓ Securely cover or close off your display every night.
- ✓ Do not display small, easy to conceal products during move-in & move-out.
- ✓ Do not leave brief cases, calculators, cameras, cellular phones, etc. in your display. Prototype materials, one-of-a-kind items should always be secured.
- ✓ You should cover your display with cloth, tarpaulin, sheets, etc. at the close of the show nightly and remove them at morning show opening. This acts as a psychological deterrent and avoids curiosity seekers.
- ✓ Pack securely and label all materials quickly at the show break.
- ✓ Have an employee remain with your exhibit at all times, including move-in and move-out.
- ✓ Report any damage or lost cartons/crates to the show office immediately.
- ✓ Issue receipts for products sold at the show.
- ✓ If you are conducting retail sales, make change from a belt or waist pack.
- ✓ Do not leave your exhibit unattended.

SERVICE ORDER FORMS

Forms to order various services are located in the Order Forms section of these instructions. We urge you to complete and return the service order forms for your exhibit promptly, in order to take advantage of advance order discounts. Be sure to review each of these forms to maximize the savings to your company, and to improve the return on your boat show investment.

SHIPPING INSTRUCTIONS

◆Direct Shipments

Direct shipment deliveries to Waterside Marina should be scheduled to arrive no earlier than Tuesday, September 11, 2007. Send DIRECT shipments to:

VIRGINIA IN-WATER BOAT EXPO & SAILFEST
EXHIBITING COMPANY NAME & BOOTH SPACE # _____
Waterside Marina & Town Point Park
Norfolk, VA 23510
Tel: 757-823-4242 (active Sept 12th – 18th only)

◆Advance Shipments

Advance Shipment deliveries should be scheduled to arrive no later than Friday, September 7, 2007. Refer to the Freight Handling Form in the Order Forms Section for pricing and information. Send ADVANCE shipments to:

EXHIBITING COMPANY NAME & BOOTH SPACE # _____
FOR: VIRGINIA IN-WATER BOAT EXPO & SAILFEST
C/o Dunmar Exhibit Services
130 S. Military Highway
Norfolk, VA 23502
Tel: 757-461-8888 ext. 214

◆OUTBOUND SHIPMENTS

Freight services are coordinated by each exhibitor. Each exhibitor must complete a bill of lading and contact their selected freight carrier individually. Be sure to register your outbound freight shipments with Dunmar Exhibit Services or the Show Office.

SIGNAGE

HAND DRAWN SIGNS ARE NOT PERMITTED! All signs must be professionally produced in keeping with NMMA display guidelines. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted display space. Please contact us with any questions.

STAIRS & RAILINGS

You are responsible for complying with local and state safety ordinances regarding display stairways and railings. Please note especially the following information for all stairs in your display:

- Treads shall not be less than 11” in depth, and risers shall not be higher than 7;
- Handrails shall be provided on all stairs exceeding a slope of 1 in 20. The Handrails shall be between 34” and 38” from the nose of the treads;
- Vertical rails should be designed so as not to allow for children to fall through or be injured.

TELEPHONE SERVICE

Contact the City of Norfolk directly for all your booth phone service requirements.

TENTS

Additional tent rentals not provided by the show can be ordered through:

Special Events Tent Rental

Toll Free: 800-394-1057 / Local: 757-485-1212

www.virginiaspecialevents.com

WEB SITE LINKS

Link to our web site! Encourage your customers to visit your booth with a reciprocal link from your company's web site to the show's home page. When a visitor to your web site clicks on the Virginia In-Water Boat Expo Show logo, their browser will open a new window to show's web site on their desktop.

Go to: www.virginiainheritwaterboatexpo.com and follow the easy directions located at "Logos and Links" to exchange logos and set up the links.