

**Renewing Exhibitors Application Instructions**  
**58<sup>th</sup> Kansas City Boat & Sportshow**  
**January 19 - 22, 2012**

**2011 Exhibitors Opportunity to Participate:**

- Exhibit space will be offered to all returning exhibitors based on the NMMA Allocation Procedures & Display Guidelines
- Offers for this initial opportunity will expire at midnight, July 1, 2011.

**Exhibit Areas**

- Exhibit areas will include Halls A, B & C
- There will be two show entrances. They are the east and the west escalators that take attendees from the 13<sup>th</sup> Street Box Office Lobby to the top in Hall B.

**To Proceed with Application for Exhibit Space**

- List all products/brand names you will exhibit - If it's not on your contract, it won't be in your exhibit.
- Mail signed contract and a copy of your check to:
  - NMMA, PO Box 220196, St. Louis, MO 63122
- Mail deposit to:
  - NMMA (Payment Center), 33928 Treasury Center, Chicago, IL 60694-3900
- Credit card payments of up to \$5,000 can be made via our online payment process. Contact Tim Canizares for your user name and password
- Applications without a full deposit will not be considered.

**Payment Schedule:**

- 1<sup>st</sup> Payment: 25% Deposit Due: July 1, 2011
- 2<sup>nd</sup> Payment: 25% Deposit Due: August 19, 2011
- 3<sup>rd</sup> Payment: 50% Balance Due: November 4, 2011

**Payments & Procedures:**

- Please make all checks out to **National Marine Manufacturers Association**. Checks made out to the specific show name will be returned and can cause delays in the application process. Please include KCBSS11, contract number, or account ID on your check.
- Upon confirmation of your space assignment, a copy of your countersigned contract will be mailed to your office.
- The Allocations Procedures and Display Guidelines information is part of your contract and available on our website at [www.Kansascitysportshow.com](http://www.Kansascitysportshow.com) in the Exhibitor Center.

**Official Show Guide & Advertising Forms:**

- The Official Show Guide listing form for the Kansas City Boat & Sportshow is enclosed.
- **Other unaffiliated companies may solicit your information under the guise of "free" or "show guide" listings. Be wary of what you sign!**
- Return the Official Show Guide form to Tim Canizares

**Contact:** Tim Canizares, Exhibitor Relationship Manager,

Phone (314)550-0374 Fax (866)521-6015 or email to [tcanizares@nmma.org](mailto:tcanizares@nmma.org)