

Prospective Exhibitors Application Instructions

2010 Kansas City Sportshow

- All Exhibitors from the 2009 show have first right of refusal for space in the 2010 Kansas City Sportshow
- When the renewal period expires, the showroom floor will be opened for applications by new and prospective exhibitors
- To apply for space: . Fill out the application top in its entirety . Fill out the left hand section labeled “To be filled out by Exhibitor” AND “New Exhibitors” . **Sign and date the application** . Read the back of your application contract . List on the application contract all products and brands names you will exhibit
- Create a draft of your display layout and send it along with your application, if applicable
- Send your **signed application contract for space** and display layout to the St. Louis Office at: NMMA – St. Louis, 1144 Olivette Executive Pkwy. Ste. 120, St. Louis, MO 63132
- **Send the required deposit to: NMMA Payment Center, 33928 Treasury Center, Chicago, IL 60694-3900**
- Please make all checks out to **National Marine Manufacturers Association**
- No application contract for space will be considered without a deposit
- Upon confirmation of your space assignment, a copy of your countersigned contract will be mailed to your office
- The Allocations Procedures and Display Guidelines is a part of your contract. It is available on our website at www.kansascitysportshow.com in the Exhibitor Tab, Resource Center.

ALL APPLICANTS SHOULD:

- Fill out your Directory Listing form in its entirety. The content of this form will be entered and printed in the Show Directory. Call the St. Louis Office to see how you can **bold your name** and add your **company logo** in the directory.
- Return the Directory Listing form to: NMMA, 1144 Olivette Executive Pkwy Ste. 120, St. Louis, MO 63132. Please be sure to add your email and website addresses
- All forms can be faxed to the office at 314-567-1810