



November 2011

Dear Exhibitor:

The National Marine Manufacturers Association would like to welcome you to the Progressive® Insurance Northwest Sportshow!

Enclosed are your exhibitor instructions for the 2012 show, including order forms and a checklist. The complete exhibitor kit can be found online at www.northwestsportshow.com under Exhibitors/Resource Center/Exhibitor Kit.

This Exhibitor Kit is designed to answer your questions regarding the move-in, set-up, and move-out of the show. ***Please take the time to read this Exhibitor Kit to avoid being charged any unnecessary fees.***

Our move-in schedule for booth exhibitors is Tuesday, March 27th, 8:00 AM – 8:00 PM, Wednesday, March 28th 8:00 AM – 11:00 AM. Please use the Marshalling Yard Entrance located off East 16th Street to unload your display. We will provide labor at no charge at Freight Entrance C – West and Freight Entrance D – East to assist our exhibitors with unloading their display and transporting it to their booth.

The move-out will commence after the close of the sport show on Sunday, April 1, 2012 and continue until midnight. On Monday, April 2nd our move-out hours are 8:00 AM – 3:00 PM. The Convention Center will need to be cleared of all exhibitor displays and material by 3:00 PM on Monday, April 2nd, 2012.

The 2012 show begins on Wednesday; the show will open at 11:00 AM on Friday. The dates and hours are as follows:

Wednesday, March 28	1:00pm - 9:00pm
Thursday, March 29	1:00pm - 9:00pm
Friday, March 30	11:00am - 9:00pm
Saturday, March 31	10:00am - 9:00pm
Sunday April 1	10:00am - 5:00pm

If you have any questions concerning the Exhibitor Kit or its contents, please contact me directly at (800) 777-4766. The entire NMMA Show Staff and I look forward to assisting you and wish you a successful show.

Sincerely,

Darren Envall
National Sportshow Sales Manager
Progressive® Insurance Northwest Sportshow