

DISCOVER  
BOATING™ **LOCATION**

**NORWALK** Norwalk Cove Marina, Inc.  
**BOAT SHOW®** 48 Calf Pasture Beach Road  
East Norwalk, CT 06855  
**PROGRESSIVE®** Phone: 203 838-2326  
[www.norwalkcove.com](http://www.norwalkcove.com)

General  
Information

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**DATES & HOURS**

Move-In: Mon, Sept. 16 - Wed, Sept. 18, (8a – 4p)

Show: Thurs-Sat. Sept. 19-21 (10a – 7p)

Show: Sun, Sept. 22 (10a – 5p)

Move-Out: Sun, Sept. 22 (5p – 8p)

Move-Out: Mon, Sept. 23 - Tues, Sept. 24, (8a – 4p)

General  
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**SHOW OFFICE / REGISTRATION**

Location: Outside of East Entrance

Move-In: Sept. 16-18 (8a – 4p)

Show Days: Sept. 19— 22: (Opens 2 hours prior to show opening through show hours.)

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General  
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Deadlines and  
Checklist

## DEADLINES AND CHECKLIST

ITEM	DUE DATE
<b>AUGUST DEADLINES</b>	
Co Exhibitor Information Form	<b>August 1</b>
Tent and Flooring Order Form	<b>August 1</b>
Exhibitor Credentials	<b>August 15</b>
Hotel: Hilton Garden Inn Norwalk	<b>August 15</b>
Electrical Service Form	<b>August 15</b>
Boat Information and Layout	<b>August 15</b>
Hotel: Residence Inn Norwalk	<b>August 16</b>
Exhibitor Liability Insurance	<b>August 30</b>
Tent Permit & Application for Temporary Structure ( If ordering any Tents)	<b>August 30</b>
<b>SEPTEMBER DEADLINES</b>	
Decorator Order Forms	<b>September 5</b>
Parking Pass Form	<b>September 5</b>
Hotel: Courtyard Norwalk	<b>September 5</b>
Sales Tax Registration Applications (For out of state exhibitors)	<b>Prior to move-in</b>
Live Aboard Pass—For exhibitors that will stay in their in-water boat displays	<b>Prior to show open</b>
Exhibitor Guest Tickets	<b>Now Through Show</b>

## CONTACTS

NATIONAL MARINE MANUFACTURERS ASSOCIATION

10 S LaSalle St. Suite 3500  
Chicago, IL 60603

### Show Manager



Jon Pritko  
646-370-3645  
[Jpritko@nmma.org](mailto:Jpritko@nmma.org)

### Water/Bulk Land Sales



Chris Dimmerling  
617-472-1742  
[Cdimmerling@nmma.org](mailto:Cdimmerling@nmma.org)

### Registration + Tickets



Monica Puentes  
Show Administrator  
646-370-3660  
[Mpuentes@nmma.org](mailto:Mpuentes@nmma.org)

### Sponsorship Sales



Joseph Campise  
Sponsorship  
Sales Manager  
Phone: 312.946.6238  
[Jcampise@nmma.org](mailto:Jcampise@nmma.org)

### Booth Sales + Operations



Josh Rosales  
646-370-3679  
[Jrosales@nmma.org](mailto:Jrosales@nmma.org)

### Public Relations



Sarah Salvatori  
Marketing  
847-636-9790  
[ssalvatori@nmma.org](mailto:ssalvatori@nmma.org)

### Credentials

[norwalkcredentials@nmma.org](mailto:norwalkcredentials@nmma.org)

### Guest Tickets

[norwalktickets@nmma.org](mailto:norwalktickets@nmma.org)

### Demers Exposition Services

(Furnishings, Labor, Shipping)

860-882-0003  
[info@demersexpo.com](mailto:info@demersexpo.com)

### Mark Ballard Electrical Services

Phone—203-847-8007  
Fax—203-847-5513

### Stamford Tent & Event Services

203-324-6222

### Liability Insurance

[Mpuentes@nmma.org](mailto:Mpuentes@nmma.org)

### Norwalk Cove Marina (Facility)

203-838-3681

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# INSURANCE REQUIREMENTS

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (September 16, 2024) and last through your last available move-out day (September 24, 2024) and name **NMMA, Norwalk Boat Show, and the Norwalk Cove Marina** as additional insureds. The Certificate of Insurance must be submitted to the NMMA prior to the first day of move-in.

If you prefer to purchase liability insurance for this event, you may do so by accessing the purchase link below:

Copy and paste the link to your web browser: <https://domex.undtec.com/?domex=yes>

## General Information

The certificate holder name and address for the certificate should read:

Norwalk Boat Show  
c/o NMMA  
10 S LaSalle St  
Suite 3500  
Chicago, IL. 60603

## Insurance Requirements

Please refer to your NMMA Exhibit Space Agreement or contact your Sales Manager if you have any questions regarding show requirements.

For questions or concerns regarding insurance, please email:

Monica Puentes:

[Mpuentes@nmma.org](mailto:Mpuentes@nmma.org)

Phone: 646-370-3660

# MOVE IN INFORMATION

## WATER + LAND EXHIBITORS

- Complete and return the BOAT INFORMATION form by August 15.
- Targeted move-in times will be assigned for boat and bulk space exhibitors on August 30.
- Pilings - Please let us know if you need any pilings pulled before August 15.
- Boat cleaning for land exhibitors should be completed Wednesday, September 21. Keep in mind that drainage can be an issue so be conservative with water usage.
  - \* Boat Cleaning Hours \* - 7am to 9am Daily
- Exhibitor's cleaning crew is responsible for water remediation left due to cleaning.

## WATER EXHIBITORS

- Each Boat has a specific move-in time— Boats should arrive according to our targeted schedule.
- All boats must have ample fenders, electrical cable/extensions and securing dock lines.
- All boats must have operable bilge pumps.
- Docks must be kept clear at all times. Specific requests for exceptions must be submitted in writing to Show Management. Signs, banners or other display materials cannot “bridge” dock unless exhibit is located at the end of a pier, and occupies both sides.
- The height of the docks is 33” high from the water line.
- The main dock is 10’ wide and fingers are 4’ wide.
- Tide fluctuation are 6-8 feet and 7-11 feet with a full moon
- THE A-B OUTER BRIDGE WILL BE CLOSED SEPTEMBER 18 BY 10AM
- Please give your captains the [slip assignments](#) for your boats as well as the [layout](#) for the marina
- Monitor VHF channel 72- ask for **“Norwalk Boat Show”** NOT Norwalk Cove Marina
- Please contact the United States Coast Guard 718-354-4191 for updates on NY Waterway & East River restrictions.
- Security watch: For your protection, exhibitors should assign personnel who will be responsible for your boats/exhibit; and who can be contacted should problems arise during non-show hours.
- A “live aboard” pass is necessary if personnel must stay onboard overnight. Personnel must stay on their boat and not roam the grounds after show hours. Passes are available at the Registration Tent.

## General Information

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## Move In / Move Out Information

## General Information

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## Move In / Move Out Information

# MOVE IN INFORMATION (cont.)

## BOAT EXHIBITORS

- Boats being handled must arrive according to the move-in schedule. Exhibitors must inform us of boats which require launching, unloading, setting bridges, etc. on the Boat Information form. Exhibitors will be notified of their target date and time by August 30.
- All handling work will be performed by the Norwalk Cove Marina. There is no cost to unloading/loading, launching, and hauling of boats during the scheduled move-in day & hours.
- Exhibitors may be charged for extra service or unusual handling of boats and/or equipment or due to off target arrivals. Any other work will be billed directly by Norwalk Cove Marina.
- Boats will not be handled without an on-site, exhibiting company supervisor to position boats within the display.
- Exhibitor must return the Boat Information form and layout (land displays) by August 15 .
- Exhibitor must arrive 30 minutes prior to their target time. Boats not ready for handling at their scheduled time or boats arriving without a reservation will be handled "as able"-- at a time that will not interfere with the handling schedule.
- Exhibitor/Supervisor must be on show site to supervise placement of boats within their display. Exhibitors may be charged for double handling.
- Drivers should be prepared to leave shortly after unloading trailers or trucks.

## BOOTH EXHIBITORS

- Booth exhibitors (Spaces 101-434) may move in as early as 8am on Tuesday, September 17.
- All displays must be "show ready" by Thursday, September 19, at 9:00 am..
- Vehicles will not be permitted into the show on Thursday , September 19.
- Labor can be ordered from Demers Exhibition Services or at the Demers Service Desk located in the Show room building.

## **Booth Move in Procedures**

- In-Line Booths (101-434) can move in September 17-18 from 8am-4pm. All others will have a scheduled time.
- All Exhibitors and shipments must check-in and obtain a move-in card on Calf Pasture Beach Road during these days.
- Forklift assistance is available at no additional cost .
- Advanced shipments will be delivered to your space when they arrive.

# MOVE OUT INFORMATION

## SUNDAY EVENING PROCEDURES

- All exhibits must remain staffed and intact until the official show closing at 5pm on September 22.
- Vehicles are not allowed within the gates until empty crates have been delivered to each exhibit. It will take approximately thirty minutes to one hour to deliver all empties to all exhibitors.
- All vehicles must enter through the East Gate and leave through the West Gate.
- Vehicles may line up along Beach Road to receive their move-out cards
- Hand carried items may leave the grounds at 5pm on September 22: You must wear your exhibitor pass to carry items out.

## BOOTH + LAND EXHIBITS

- All tent exhibits must be removed by Noon on Monday, September 23.
- All land exhibits must be removed by Noon on Tuesday, September 24.

## WATER EXHIBITS

- The Outer Bridge will be disconnected September 22, 5:30pm.
- All boats on the bridge must vacate the marine at 5:30 pm on Sunday to facilitate bridge removal.
- All In-Water boats must be removed by noon on Tuesday, September 24.
- Please contact John Wilkins, Dock Master at 203-838-5899 to make arrangements to stay later.

## OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.

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Move In / Move  
Out Information