



EXHIBITOR CHECKLIST

To Have A Successful Show...

[] **NMMA Documents**

Exhibitor's Certificate of Insurance	February 6, 2020
Exhibitor Credentials (Last date to have mailed in advance)	February 12, 2020

[] **Rockland Community College Order Form**

Wireless Internet (Advanced Discount)	February 21, 2020
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[] **Lighting & Decorating Co., Inc. Order Form**

Electric Service (Advanced Price)	February 22, 2020
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[] **General Exposition Services Events Services Order Forms**

Furniture Rental Order Form	February 17, 2020
Carpet Rental and Cleaning Order Form	February 17, 2020
Labor and Rigging Service Order Form	February 17, 2020
Advanced Shipments – to warehouse - must be received by	February 24, 2020
Discounted Advance Shipment – must be received by	February 17, 2020



SHOW INFORMATION

The material below will provide you with the answers to any questions along with important show information. We encourage you to read all information that applies to your participation in the show. We hope you will find this useful and effective.

LOCATION

Rockland Community College Field House
145 College Road
Suffern, NY 10901
Website: www.sunyrockland.edu/

SHOW DATES & HOURS

Move-in

Tuesday, February 25:	1:00 p.m. – 6:00 p.m.
Wednesday, February 26:	9:00 a.m. - 6:00 p.m.
Thursday, February 27:	9:00 a.m. - 12:00 p.m. (No Drive In Permitted)

Show

Thursday, February 27:	*1:00 p.m. – 8:00 p.m.	* Exhibitor Access is 1.5 hours prior to show opening; all exhibitors must vacate the building within 15 minutes of daily show hours.
Friday, February 28:	*12:00 p.m. – 8:00 p.m.	
Saturday, February 29:	*9:30 a.m. – 7:00 p.m.	
Sunday, March 1:	*9:30 a.m. – 5:00 p.m.	

Move-out

Sunday, March 3:	5:00 p.m. – 10:00 p.m.
Monday, March 4:	7:30 a.m. - 10:30 a.m.

SHOW OFFICE

The show office is on the upper level of the building, off of the mezzanine, follow the signs and the Show Office Telephone: (603)431-4315 x4. Please call or stop by with any questions or comments for us during move-in/out and anytime during the event.

PRIOR TO THE SHOW

Tod Alberto, Show Manager: P. 603-516-2080 F. 603-431-1971 talberto@nmma.org
Jessica Blankenship, Show Administrator: P. 312-946-6228 F. 603-431-1971 jblankenship@nmma.org
Mike Ring, Operations: P. 603-516-2081 F. 603-431-1971 mring@nmma.org

NMMA Sportshows Main Office

750 Central Avenue – Suite #R
Dover, New Hampshire 03820
Ph: 603-431-4315 Fax: 603-431-1971
www.sportshows.com

OFFICIAL SERVICE CONTRACTORS

Rockland Community College

Arena Management Office

145 College Rd

Suffern, NY 10901

Ph: 845-574-4378

Contact: Gary Peskin

Email: gpeskin@sunyrockland.edu

Website: www.sunyrockland.edu

◆Wireless Internet Service

Ordering information at [Wireless Internet Service Order Form](#)

Lighting & Decorating Co, Inc.

171-173 Gould Avenue

Paterson, NJ 07503

Ph: 973-345-8080

Fx: 973-345-9080

◆Electric Service Form

Ordering information at [Electric Service Order Form](#)

General Exposition Services

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

Ph: 610-495-8866

Fx: 610-495-8870

www.generalexposition.com

◆Display Booth Furniture (Tables, Chairs, etc.)

◆Exhibit Installation & Dismantling

◆Carpet Rental, Installation

◆In-Booth Forklift Service

◆Material Handling, Freight Services

◆Sign Hanging & Installation; Sign Orders

◆Cleaning Service

Ordering information at [General Exposition Services Forms](#)