

Annapolis Spring Sail Boat Show

EXHIBITOR SERVICE KIT

FOR

April 26-28, 2019

SERVICES PROVIDED BY:

NASH EVENTS

**MAILING ADDRESS:
21 Magothy Bridge Road
P.O. Box 658
Severna Park, MD 21146**

HOURS: 9:00 A.M. TILL 5:00 P.M. MONDAY THRU FRIDAY EST

MARK NASH PHONE NUMBER: 443-926-2579

ANGIE BALL PHONE NUMBER: 410-353-1056

E-MAIL: nashevents1@gmail.com

Annapolis Spring Sailboat Show

Annapolis, MD

April 26-28, 2019

ADVANCE ORDER CUT-OFF DATE APRIL 19, 2019 at 5:00 PM EST

DEAR EXHIBITOR:

NASH EVENTS IS PLEASED TO BE THE GENERAL CONTRACTOR FOR THE UPCOMING ANNAPOLIS SPRING SAILBOAT SHOW.

AS THE GENERAL CONTRACTOR FOR THIS SHOW, WE HAVE COORDINATED THE NECESSARY SERVICES YOU MAY NEED. ENCLOSED ARE ORDER FORMS FOR MATERIALS AND SERVICES THAT MAY BE REQUIRED. BY RETURNING THE COMPLETED FORMS WITH PAYMENT PRIOR TO THE CUT-OFF DATE APRIL 19, 2019, ALL EQUIPMENT WILL BE INSTALLED IN YOUR BOOTH PRIOR TO YOUR ARRIVAL. PLEASE FORWARD THIS SERVICE KIT TO THE PERSON YOU HAVE APPOINTED TO BE IN CHARGE.

ASSISTANCE IN PLANNING: PLEASE REVIEW YOUR EXHIBIT NEEDS AS THEY ARE RELEVANT TO SERVICES OFFERED IN THE ENCLOSED FORMS. IF YOU REQUIRE ASSISTANCE IN PLANNING YOUR EXHIBIT, PLEASE CONTACT OUR OFFICE: WE WILL BE HAPPY TO HELP YOU UTILIZE OUR RENTALS AND SERVICES, TO MAKE YOUR BOOTH BOTH FUNCTIONAL AND A SHARP LOOKING WORKSPACE.

PLEASE NOTE: ALL FORMS ARE TO BE RETURNED TO THE ADDRESS SPECIFIED ON THEM. YOU CAN EMAIL THE FORMS TO nashevents1@gmail.com

CARPETING: REMEMBER YOUR BOOTH IS NOT CARPETED. CARPETING IS HIGHLY RECOMMENDED. PLEASE REFER TO YOUR CARPET ORDER FORM FOR MORE DETAILS.

Annapolis Spring Sailboat Show **Exhibiting Tips**

CUT OFF DATE IS APRIL 19, 2019

SAVE TIME AND MONEY!!

- PLACE YOUR ORDERS IN ADVANCE!

By placing your orders by the cut-off date of April 19, 2019, you will benefit from discounted pricing.

- PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

Orders received without payment will not be processed.

- ADDITIONAL ORDERS PLACED AFTER APRIL 19, 2019 WILL BE CHARGED AT FLOOR PRICING.

Orders placed at the show will be C.O.D., Credit Card, Company Check or Cash.

QUESTIONS AND/OR ADJUSTMENTS:

Should you notice any discrepancy in the items ordered and the items received or have any concerns, please report to the Nash Events Service Desk at the show immediately upon noting them. Your concerns will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you, and if you have any additional questions you can contact us at 443-926-2579 Mark Nash or 410-353-1056 Angie Ball.

SINCERELY,

MARK NASH
NASH EVENTS

Annapolis Spring Sailboat Show

Method of Payment Form

This form must accompany all forms.
Cut-Off Date For Advance Orders is APRIL 19, 2019

If you are going to use Nash Events Services, this form must be filled out and returned with your order. Any orders received without this form will not be processed. This form can either be faxed or emailed to the above addresses. **Please Indicate Method of Payment**

	Cash
	Company Check – Please make all checks payable to Nash Events
	For your convenience this section is for the use of Credit Card users. <u>Nash Events will charge a 3% Credit Card Fee to process orders by credit cards.</u> Please complete the following form.

Full payment must be received before April 19, 2019 or you will be charged Floor Pricing.

If you pay by credit card a 3% fee will be added to your invoice. Payment preference is by check.

Account #		
Name on Card		
Signature		
3 or 4 Digit Code on Back		
Exp. Date		
Company Name:		Booth#:
Billing Address:		
City:	State:	Zip Code:
Phone:	Fax#:	
Email:		

Nash Events
 21 Magothy Bridge Road
 P.O. Box 658
 Severna Park, MD 21146
 Email: nashevents1@gmail.com

Annapolis Spring Sailboat Show Furniture Rental

Cut-off Date April 19, 2019 for Advance Pricing

SEATING				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	Folding Chair	\$10.00	\$13.00	
	Deluxe Arm Chair	\$20.00	\$26.00	
	Chrome Stool	\$40.00	\$52.00	
	Chrome Stool with Back	\$50.00	\$62.00	
Seating Total				
MISC.				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	Wastebasket	\$6.00	\$8.00	
	Bag Stand	\$15.00	\$20.00	
Miscellaneous Total				
30" HIGH TABLES				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	2'x4' Undraped	\$25.50	\$27.50	
	2'x6' Undraped	\$27.50	\$33.50	
	2'x8' Undraped	\$31.50	\$38.50	
	2'x4' Draped	\$58.50	\$73.50	
	2'x6' Draped	\$68.50	\$86.50	
	2'x8' Draped	\$73.50	\$92.50	

30" High Tables Total				
42" HIGH TABLES				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	2'x4' Undraped	\$31.50	\$41.50	
	2'x6' Undraped	\$37.50	\$48.50	
	2'x8' Undraped	\$43.50	\$56.50	
	2'x4' Draped	\$66.50	\$86.50	
	2'x6' Draped	\$76.50	\$99.50	
	2'x8' Draped	\$81.50	\$106.50	
42" High Tables Total				

Color Choices for Skirting Please Circle: Black Red Blue White

Please note if you do not choose a color you will be given show colors (Blue).

Email it to: nashevents1@gmail.com

Company Name:	Booth #:
Contact Name:	Phone#:
Total Your Order Here:	
Sub-Total:	
MD 6% Sales Tax:	
Total Amount Due:	

*****Very Important: not all of the items on this list may be available on the day of the Show so order soon.**

For questions call Mark #443-926-2579 or Angie Ball #410-353-1056

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Annapolis Spring Sailboat Show Carpet Rental

HIGHLY RECOMMENDED

****Booths are not carpeted****

Cut-off Date April 19, 2019 for Advance Pricing

<u>Qty</u>	<u>Description</u>	<u>Advance</u>	<u>Floor</u>	<u>Color</u>	<u>Item Total</u>
	10'x10'	\$100.00	\$125.00		
	10'x20'	\$200.00	\$250.00		

For all other sizes please call for quote

Carpet Color Choices are: Blue Grey Black. Please note: If you do not choose a color, one will be chosen for you.

Company Name:
Address:
City/State/Zip:
Name:
Phone:
Booth:

Also, all colors may not be available the day of the show so make your choice as soon as possible.

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Annapolis Spring Sailboat Show **Booth Cleaning**

Booth Cleaning is \$35.00 per 8'x10' or 10'x10' Booth per day for Advance Orders.

Cut-off Date for Advance orders is April 19, 2019

Show Site Orders for Booth Cleaning is \$45.00 per 8'x10' or 10'x10' Booth per day.

Please fill out the form below and fax or email.

Remember the **cut-off date for Advance Orders is April 19, 2019**

Company Name
Address
City/State/Zip
Show Contact
Contact Cell#
Booth#
Dates to be Cleaned

Total your order here:

The number of 8'x10' or 10'x10' Booths _____

Advance Orders \$35.00 _____

On-Site Orders \$45.00 _____

Numbers of Days _____

Total _____

Nash Events
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ORDER RECAP
Annapolis Spring Sailboat Show
ORDER CUT-OFF DATE IS April 19, 2019

THIS FORM, ALONG WITH THE METHOD OF PAYMENT FORM, MUST BE COMPLETED AND SENT TO NASH EVENTS WITH YOUR ORDER FORMS. FULL PAYMENT MUST ACCOMPANY ALL ORDERS OR THEY WILL NOT BE PROCESSED. TO BENEFIT FROM OUR DISCOUNT PRICING, **ORDERS MUST BE RECEIVED BY April 19, 2019** OR YOU WILL BE CHARGED FLOOR PRICES AT SHOW SITE.

PLEASE TOTAL YOUR ORDER BELOW:

Furniture Order Form Total	\$
Carpet Order Form Total	\$
Booth Cleaning Form Total	
Grand Total	\$

*TAXABLE ITEM... PLEASE CALCULATE MD TAX (6%) ON APPROPRIATE ORDER FORMS. THESE MIGHT BE CHANGED DUE TO TIMES BEING MORE OR LESS

PLEASE NOTE:
CANCELLATIONS OR CHARGES: ITEMS ORDERED BUT SUBSEQUENTLY EXCHANGED AT THE SHOW WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ITEMS CANCELED AT THE SHOW WILL NOT BE CREDITED.

COMPANY NAME: _____

ORDERED BY: _____

Date: _____

PHONE: _____

Fax: _____

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Annapolis Spring Sailboat Show 2019

On-Site Shipping Rates

Receiving Freight Start Date April 24, 2019 to April 25, 2019

Inbound Shipping: Rates include all labor and equipment to unload your freight from your carrier, take your freight to your booth and unload it. After you have unpacked it if needed we will come pick up your empties (upon your request) and at shows end bring them back to your booth. Once you have them repacked and labeled and your carrier has arrived we will load them back into your carrier's truck.

IMPORTANT: Reduce your freight bill, ship all your freight at one time as each shipment is based on a 200 pound minimum.

RATES ARE: \$55.00 per 100 LBS with a 200 LBS minimum

Please fill out this form so that we can anticipate your inbound shipping to the site

Approximate Number of Pieces:
Approximate Weight:
Shipping Carrier:
Their Phone Number:
Your Booth Number:
Your Reps. Name:
Your Reps Cell Number:
Will your freight need Special Handling (i.e. forklift) yes or no

Shipping Address:
(Your Company Name and Booth Number)
Annapolis Spring Sailboat Show
c/o Nash Events
110 Compromise Street
Annapolis, MD 21401

Nash Events
21 Magothy Bridge Road
P.O. Box 658
Severna Park, MD 21146
Email: nashevents1@gmail.com

Annapolis Spring Sailboat Show 2019

Small Package Policy - UPS, Fed Ex or

United States Postal Service Shipments

Package Instructions for the 2019 Annapolis Spring Sailboat Show. Nash Events will receive and deliver to your booth all small packages mailed to the site with the label reading "**c/o NASH EVENTS**". Rates are as follows:

Envelopes - \$10.00 each

Small Packages –50 lb. minimum and the rate is \$.35 a lb.

If your package needs to be shipped out after the show, Nash Events will pick up from your booth with appropriate shipping labels provided by the shipper for outbound shipment.

On-Site Shipping Address:
(Your company Name and Booth Number)
Annapolis Spring Sailboat Show
c/o Nash Events
110 Compromise Street
Annapolis, MD 21401

If you are choosing Nash Events to receive and deliver your small packages please complete the listed below form.

Name: _____

Booth#: _____

Carrier: _____

#Packages: _____