



# ANNAPOLIS SPRING SAILBOAT SHOW

April 26 - 28, 2019

110 Compromise Street, Suite 500 Annapolis, MD 21401

410-268-8828

## EXHIBITOR SET-UP BULLETIN

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This package contains your general information for the **2019 Annapolis Spring Sailboat Show**. Please take the time to read it immediately. It contains important information regarding your space. A detailed **MOVE-IN/MOVE-OUT SCHEDULE** will be on our website the week of April 8th.

Please fill out the Credentials Request Form now and return for processing. This will help get your credentials to you before the show and avoid standing in lines. Please make sure you have sent a copy of your **Trader's License** or filled out your **Exhibitor's Affidavit Form**. All the necessary forms may be downloaded from our website, [www.annapolisboatshows.com](http://www.annapolisboatshows.com) under For Exhibitors.

Thank you for being a part of the show. We look forward to seeing all of our previous exhibitors and meeting our new ones.

## SHOW OFFICE

The Show Office will be located near the Main Entrance. Exhibitor representatives are requested to visit the Show Office at 110 Compromise Street, Ste. 500, immediately upon arrival to obtain exhibitor credentials and current information on exhibit locations, setting up and staffing exhibits. The Show Office will monitor **VHF Channel 71**.

## HOURS

The show will be open to the public on the following days and hours:

FRIDAY	April 26	10:00 A.M. to 6:00 P.M.
SATURDAY	April 27	10:00 A.M. to 6:00 P.M.
SUNDAY	April 28	10:00 A.M. to 5:00 P.M.

## TENT EXHIBITS

All tents will be ready for occupancy at noon Thursday, April 25th. Exhibitors in all tents may work on their exhibits until 8:00 P.M. Thursday, April 25th. All exhibits must be in place by 8:00 P.M. Thursday, April 25th.

Each booth exhibit must conform to the rented space assigned to it and must not obstruct adjoining exhibits. Please note, if standing backdrops are used, they should not exceed 6½ ft. Sides of displays cannot extend out more than 4' from the backdrop. The remaining 4' along the sides of the booth cannot exceed 3' in height.

## LAND EXHIBITS

All land exhibits must remain within the confines of their rented space and may not interfere with adjoining exhibits. A detailed move-in time schedule will be on line by April 8th. To insure a smooth setup, it should be strictly obeyed.

Manufacturers shipping boats to the Annapolis Spring Sailboat Show should advise drivers of their scheduled move-in time. Set-up dates will be Thursday, April 25th.

No structures, including tents or canopies can be erected over land spaces without written permission from Show Management.

## WATER EXHIBITS

You will receive detailed instructions in a subsequent bulletin about docking and when you should arrive with your boat. It is essential that Show Management has at least one cell phone number for a member of your delivery crew. Each boat must be equipped with an adequate anchor, six docking lines and fenders.

All boats must be manned by each exhibitor's delivery crew or boat handling charges will be billed to the exhibitor at the show. Boats must have crews on board until completely tied into assigned space locations. If show staff has to assume the responsibility of moving boats, the cost will be borne by the exhibitor.

Absolutely nothing may extend more than two (2) feet onto the docks. This includes, but is not limited to, boarding steps, ramps or other boarding apparatus, countertops, desks, seating, storage units, or any structures for display purposes or for any other reason. Show Management reserves the right to remove any structure of any size or type that in its sole discretion impedes the flow of traffic on the docks.

All boats on display in the show shall be open to the viewing public during the stated hours of the show irrespective of whether the boat or boats have been sold.

For safety and security, no dinghies can be permitted to tie up on the show grounds.

The Fire Department requires that anyone living aboard a boat during the show have a smoke detector installed on board. Please be sure that you comply with this requirement.

### SHIPPING

Freight will be received at the show starting Wednesday, April 24th. All incoming freight must be fully prepaid and consigned as follows.

Exhibitor's Company Name  
Space Number  
Annapolis Spring Sailboat Show  
Prince George Street  
Annapolis, MD 21401

**PLAINLY MARK ALL FREIGHT SHIPMENTS AND BILLS OF LADING "FOR PRE-PAID DELIVERY, APRIL 24, 2019".**

**PARKING** Nearby Parking Garages with Annapolis Circulator Trolley Transport:  
<http://www.annapolis.gov/Government/Departments/Transportation/Circulator.aspx>, Eastport Elementary School Parking [AnnapolisBoatShowParking.com](http://AnnapolisBoatShowParking.com).

**FORKLIFT TRUCKS:** Forklift trucks will be available on Thursday from 8:00 A.M. to 8:00 P.M. to help in setting-up exhibits. This equipment will also be available after the show to help in removing exhibits.

**LAUNCHING FACILITIES** A list of boat yards in the Annapolis area that do launching and make-ready is located on page 6.

**INSURANCE:** Management carries no liability or property insurance for exhibitor or exhibitor's personal property. Exhibitor warrants that exhibitor carries general liability insurance in the amount of at least \$1,000,000.00 combined single limit and names management as additional insured. Exhibitor will provide a certificate of insurance to management showing such insurance prior to set-up for show.

Exhibitors needing liability insurance may want to contact Bob Elling, Annapolis Insurance Group, LLC, 410-991-9801, [bellling2@verizon.net](mailto:bellling2@verizon.net).

**INFLAMMABLE MATERIAL WARNING!** Fire regulations are rigidly enforced by the Fire Marshall. The use of paper decorations is **not permitted** and all decorative materials must be flame-retardant. This means that they must not support combustion if ignited by the Fire Marshall when he inspects your exhibit. Material that does not pass the flame test will be removed by the Fire Marshall.

**SIGNS:** Signs are not provided by Show Management. You may bring your own signs to the show.

**DRESS SHIP:** Boat exhibitors are requested to "dress ship" to improve the general appearance and atmosphere of the show.

**CLEANING EXHIBITS:** Exhibitors must keep their booths clean and neatly arranged. The aisles will be swept daily but this service does not include dusting, arranging or otherwise maintaining exhibits.

**DISPENSING OF ALCOHOLIC BEVERAGES:** Due to liquor law liability and insurance consideration, Show Management must prohibit exhibitors from dispensing alcoholic beverages at the show. Exhibitors who desire to hold parties or other functions where alcohol will be served must complete a Party Permit Application which can be found, along with the Party Permit Notice, on our website, [www.annapolisboatshows.com](http://www.annapolisboatshows.com), under Annapolis Spring Sailboat Show, For Exhibitors.

**PETS:** Due to health and safety regulations, pets (including pets that fit in a carry bag) are not allowed except for licensed service dogs wearing their vests.

**BLIMP POLICY:** We recognize that certain exhibitors find some promotional value in using helium or hot-air balloons, dirigibles or blimps as part of their displays. However, we have noticed instances where these lighter-than-air devices have soared out of control in high wind conditions and posed a serious threat to the safety and serenity of passersby. If you must bring such devices to the show, you

will be held responsible for their safe tethering under all weather conditions. The Show Management reserves the nonnegotiable right to require exhibitors to remove any display material, including balloons, dirigibles or blimps, which we, at our sole discretion, decide may become harmful or offensive to visitors or other exhibitors. If you have any questions regarding the appropriateness of any exhibit material, you should consult the Show Manager.

## TELEPHONE SERVICE

TELEPHONE SERVICE: Telephone service may be ordered from Annapolis Telephone Co. and their phone number is 410-507-5186. We suggest that as soon as you know your phone number you advise your home office and the Show Office of this number.

## INTERNET SERVICE

Public wi-fi is available for exhibitors. The first hour is free, there is an \$11.99 service charge (per month; limited coverage). For those exhibitors needing more reliable, faster service, contact Annapolis Wireless Internet at 443-321-3743 for further information and pricing (a three-week notice is necessary).

## ELECTRICAL SERVICE

ELECTRICAL SERVICE: A minimum of 120V/30A Hubbell twist lock type receptacle will be provided for each boat in the water. If you have questions about your slip's electric, please call the Show Office with your dock/slip number. Each tent exhibitor will have available one 500 watts standard 3 prong grounded receptacle. No single receptacle is to use more than 600 watts (5 amps). Land exhibitors are not guaranteed electrical service. If you have a land exhibit and require electricity, please contact the Show Office immediately.

## EXHIBITOR CREDENTIALS

The purpose of exhibitor badges is to allow the free entry of **EXHIBITOR EMPLOYEES STAFFING EXHIBITS ONLY**. These will be provided to each exhibitor upon submission and approval by Show Management of a list of authorized personnel. Exhibitor badges, valid for the entire length of the show, will be issued for each person working at your exhibit. Part-time or occasional booth workers **ARE NOT** issued permanent credentials but can be listed on a roster at the Show Office where check-in, proof of identity and employment are required.

**BADGES MUST BE CONSPICUOUSLY WORN BY THE EXHIBITOR EMPLOYEE WHILE ON THE SHOW GROUNDS.** Badges are not transferable and the badge holders will be required to show proof of identity and employment with your firm. Any misuse of the badges will result in the credential being revoked by Show Management.

Guests, customers, non-working employees, children and spouses of the exhibitor should be provided with **EXHIBITOR GUEST TICKETS** supplied by the exhibitor. These tickets are available through our office for this purpose and can be purchased for \$5.00 per ticket. The order form for Exhibitor Guest Tickets can be found on our website under For Exhibitors.

The number of badges per exhibitor must be limited to a reasonable quantity. **Six (6) badges per booth, 3 badges for each additional booth, 3 badges per boat, and 6 badges for land spaces,** have proven to be ample for most exhibitors. Special needs requiring more than this number should be addressed in writing to the Show Management.

**ALL SPACE RENTAL MUST BE PAID IN FULL PRIOR TO SETTING-UP YOUR EXHIBIT.  
BADGES WILL NOT BE ISSUED UNLESS YOU HAVE PAID FOR YOUR SPACE.**

**LAUNCHING FACILITIES, MARINE SERVICES, GENERAL MAINTENANCE**

Annapolis Harbor Boat Yard  
326 First Street  
Annapolis, MD 21403  
(410) 267-9050

Bert Jabin's Yacht Yard  
7310 Edgewood Road  
Annapolis, MD 21403  
(410) 268-9667

Harborside Marine  
319 - 6th Street  
Annapolis, MD 21403  
(410) 267-9700

Port Annapolis Marina  
7074 Bembe Beach Road  
Annapolis, MD 21403  
(410) 269-1990

**TENTS**

Select Events Group  
Kelly Versak  
kversak@selectevents.com  
8610 Cherry Lane, Suite 30  
Laurel, MD 20707  
(301) 604-2334 (800) 439-8729

**SERVICES**

Sea Tow Services  
P.O. Box 3113  
Annapolis, MD 21403  
(410) 267-7650

Annapolis Rigging  
216 Eastern Avenue  
Annapolis, MD 21403  
(410) 269-8035

Turner Yacht Services  
357 Pier 1 Road  
Stevensville MD 21666  
(410) 827-0994

TowBoat U.S. Annapolis  
1 Cheston Avenue  
Annapolis, MD 21401  
(410) 263-1260

First Mate Yacht Services  
7074 Edgewood Road  
Annapolis, MD 21403  
(410) 267-7782

Gateway Florist  
914 Bay Ridge Road  
Annapolis MD 21403  
(410) 263-8141 cell (410) 894-2473

K & B True Value  
912 Forest Drive  
(410) 268-3939  
[jared@kbtruevalue.com](mailto:jared@kbtruevalue.com)

Main Market  
914 Bay Ridge Road  
Annapolis MD 21403  
(410) 626-0388  
[www.mainingredient.com](http://www.mainingredient.com)

**SIGNS/COPY SERVICES**

Signs By Tomorrow  
913 Commerce Road  
Annapolis, MD 21401  
(410) 266-3341  
[www.signsbytomorrow.com/annapolis](http://www.signsbytomorrow.com/annapolis)

Anderson Minuteman Press  
100 Roesler Road, Ste 101  
Glen Burnie, MD 21060  
(410) 590-5555  
[www.andersonmmp.com](http://www.andersonmmp.com)