

United States Sailboat Show

EXHIBITOR SERVICE KIT FOR OCTOBER 10-14, 2019 (VENDOR SET-UP October 8 & 9, 2019)

SERVICES PROVIDED BY:

NASH EVENTS

**MAILING ADDRESS:
P.O. Box 658
Severna Park, MD 21146**

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

NASH EVENTS: 443-926-2579
ANGIE BALL: 410-353-1056
E-MAIL: nashevents1@gmail.com

Warehouse Address:

YRC Freight
Your Company Name and Booth Number
Nash Events/United States Sailboat Show
7600 Preston Drive
Landover, MD 20785

Delivery Hours: 9:00 am until 4:00 pm Monday through Friday Est
Starting September 1, 2019 through October 7, 2019

United States Sailboat Show

Annapolis City Dock
Annapolis, MD

OCTOBER 10-14, 2019

ADVANCE ORDER CUT-OFF DATE SEPTEMBER 25, 2019 at 5:00 PM EST

DEAR EXHIBITOR:

NASH EVENTS IS PLEASED TO BE THE GENERAL CONTRACTOR FOR THE UPCOMING UNITED STATES SAILBOAT SHOW IN ANNAPOLIS, MARYLAND.

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 of **SEPTEMBER 25, 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.

FOR INBOUND AND OUTBOUND SHIPPING PLEASE SEE APPROPRIATE FORMS.

United States Sailboat Show

EXHIBITING TIPS

CUT OFF DATE IS SEPTEMBER 25, 2019

SAVE TIME AND MONEY!!

- PLACE YOUR ORDERS IN ADVANCE!

By placing your orders by September 25, 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 September 25, 2019 WILL BE CHARGED AT FLOOR PRICING.

Orders placed at the show will be C.O.D.

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 located on Prince George Street. 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 Nash Events or 410-353-1056 Angie Ball.

SINCERELY,

Mark Nash
Nash Events

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

METHOD OF PAYMENT FORM

This form must accompany all forms.
Cut Off Date For Advance Orders is SEPTEMBER 25, 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. Please email this form to the above addresses.

Please Indicate The Method of Payment

	Company Check – Please make all checks payable to Nash Events. If you are sending payment by Fed-Ex or UPS, please call for a different mailing address.
	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 September 25, 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.**

Visa
Mastercard
American Express
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
P.O. Box 658
Severna Park, MD 21146
Email: nashevents1@gmail.com

United States Sailboat Show Furniture Rental Order Form

Cut-off Date **September 25, 2019** for Advance Pricing

SEATING				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	Black Folding Chair	\$22.00	\$26.00	
	Black Padded Arm Chair	\$35.00	\$42.00	
	Chrome Stool with a Back	\$65.00	\$75.00	
	Chrome Stool	\$50.00	\$61.00	
Seating Total				
MISCELLANEOUS				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	Wastebasket	\$12.00	\$16.00	
	Bag Stand	\$28.00	\$35.00	
	Chrome Stanchions	\$31.00	\$38.00	
	Red Velour Rope (Per ft)	\$3.00	\$5.00	
Miscellaneous Total				
30" HIGH TABLES				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Floor</u>	<u>Item Total</u>
	2'x4' Undraped	\$34.00	\$38.00	
	2'x6' Undraped	\$38.00	\$46.00	
	2'x8' Undraped	\$46.00	\$50.00	
	2'x4' Draped	\$75.00	\$90.00	
	2'x6' Draped	\$90.00	\$104.00	
	2'x8' Draped	\$100.00	\$117.00	
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	\$44.00	\$53.00	
	2'x6' Undraped	\$52.00	\$60.00	
	2'x8' Undraped	\$54.00	\$61.00	
	2'x4' Draped	\$85.00	\$110.00	
	2'x6' Draped	\$95.00	\$120.00	
	2'x8' Draped	\$110.00	\$130.00	
42" High Tables Total				

Color Choices for Skirting Please Circle: Black Red Blue with Specialty Color Available Upon Request

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

Please fill out the form below and email it to: nashevents1@gmail.com

Company Name:	Booth #:
Contact Name:	Phone#:
Delivery for all orders - \$15.00	
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 Nash Events, 443-926-2579 or Angie Ball, 410-353-1056

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

United States Sailboat Show Carpet Rental Form

HIGHLY RECOMMENDED
Booths are not carpeted

Cut-off Date **September 25, 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'	\$125.00	\$135.00		
	10'x20'	\$240.00	\$260.00		
	Delivery for all carpets	\$10.00	\$10.00		

For all other sizes please call for quote

Carpet Color Choices are: Blue Grey Red 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.

Total Your Order Here

Carpet:
MD Sales Tax 6%:
Total Amount Due:

United States Sailboat Show

LABOR ORDER FORM

	Set Up Display	Dismantle Display
Number of Laborers		
Date		
Number of Labor Hours		
Total Labor Hours		

LABOR RATES

STRAIGHT TIME / \$65.00 PER MAN HOUR (ONE HOUR MINIMUM LABORER)

OVERTIME / \$95.00 PER MAN HOUR (ONE HOUR MINIMUM LABORER)

STRAIGHT TIME HOURS ARE 8:00 AM TO 5:00 PM, WITH THE EXCEPTION OF HOLIDAYS. ALL OTHER HOURS ARE CONSIDERED OVERTIME. TIME IS ROUNDED OFF TO THE NEXT 1/2 HOUR.

- DO NOT PROCEED WITHOUT AN EXHIBITOR'S REPRESENTATIVE WHO WILL ARRIVE AT THE SERVICE DESK.
- NASH EVENTS IS AUTHORIZED TO SET UP OUR EXHIBIT WITHOUT AN EXHIBITOR'S REPRESENTATIVE BEING PRESENT. THERE WILL BE AN ADDITIONAL 30% CHARGE TO THE TOTAL LABOR CHARGES FOR THIS SUPERVISION.
- NASH EVENTS IS AUTHORIZED TO DISMANTLE OUR EXHIBIT WITHOUT AN EXHIBITOR'S REPRESENTATIVE BEING PRESENT. THERE WILL BE AN ADDITIONAL 30% CHARGE TO THE TOTAL LABOR CHARGES FOR THIS SUPERVISION.

COMPANY: _____

PHONE: _____

ORDERED BY: _____ DATE: _____

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

United States Sailboat Show Booth Cleaning Order Form

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

Cut-off Date for Advance orders is **September 25, 2019**

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

Please fill out the form below and email

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

Total your order here

The number of 10'x10' Booths _____

Advance Orders \$35.00 _____

On-Site Orders \$45.00 _____

Numbers of Days _____

Total _____

Nash Events
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Email: nashevents1@gmail.com

United States Sailboat Show

Inbound Shipping Rates

Inbound Shipping: Rates include all labor and equipment to unload your freight at our warehouse. We will deliver your freight directly to your booth and handle your empty containers. Upon completion of the show we will return your empty containers to your booth. When containers are ready for shipping we will pick them up and ship them via your carrier from the event site location in Annapolis.

Nash Events preferred freight carrier for the United States Sailboat Show is YRC Freight.

IMPORTANT: Reduce your freight bill, ship all your freight at one time as each shipment is based on a 250 LBS Minimum.

On-Time Advance Warehouse Rates are \$85.00 per 100 LBS with a 250 LBS Minimum

Receiving Freight Start Date September 1 through September 29, 2019 – On Time Advance Warehouse Dates

Late Advance Warehouse Rates are \$95.00 per 100 LBS with a 250 LBS Minimum

Late Advance Warehouse Date starts September 30 through October 6, 2019.

Shipping Address:

YRC Freight
Your Company Name and **Booth Number**
Nash Events/United States Sailboat Show
7600 Preston Drive
Landover, MD 20785

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

United States Sailboat Show

Inbound Shipping Confirmation

Please fill out this form so that we can anticipate your inbound shipping to our Warehouse

Approximate Ship Date
Approximate Arrival Date
Approximate Number of Pieces
Approximate Weight
Shipping Carrier
Their Phone Number
Your Booth Number
Your Rep's Name
Your Rep's Cell Number

IMPORTANT: Ship all pieces at ONE TIME to save money

Shipping Address:

YRC Freight
Your Company Name and **Booth Number**
Nash Events/United States Sailboat Show
7600 Preston Drive
Landover, MD 20785

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

United States Sailboat Show

On-Site Shipping Rates

Receiving On-Site Freight Start Date October 7, 2019 through October 9, 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 250 pound minimum.

RATES ARE: \$70.00 per 100 LBS with a 250 LBS minimum

Please note – All freight will only be received between 8am-4:30pm unless special arrangements have been made prior to arrival.

Nash Events
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Severna Park, MD 21146
Email: nashevents1@gmail.com

United States Sailboat Show

On-Site Shipping Confirmation

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

Approximate Ship Date
Approximate Arrival Date
Approximate Number of Pieces
Approximate Weight
Shipping Carrier
Their Phone Number
Your Booth Number
Your Rep's Name
Your Rep's Cell Number

Will your freight need Special Handling (i.e. forklift) yes or no

IMPORTANT: Ship all pieces at ONE TIME to save money

Shipping Address:

Your Company's Name and **Booth Number**
United States Sailboat Show
c/o Nash Events
1 Dock Street
Annapolis, MD 21401

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

United States Sailboat Show

2019 Package Policy

UPS, Fed Ex or United States Postal Service Shipments

Please ship all small packages to the on-site address listed below. Packages can be received October 7-9, 2019 for the United States Sailboat Show. Please have your package labeled as listed below.

Your Company Name and **Booth Number**
United States Sailboat Show
Attention: Nash Events
1 Dock Street
Annapolis, MD 21401

All packages will be delivered to your booth assuming proper identification and marking is on the package. Rates for this service are \$.55 per 100 lbs and \$25.00 min. We strongly recommend you ship all packages at the same time so you will not incur fees for multiple shipments on small packages. Do not ship attention United States Boat Show.

If you are shipping please fill out the below notification form and the credit card authorization form.

Name: _____

Booth#: _____

Carrier: _____

#Packages _____

Nash Events

P.O. Box 658
Severna Park, MD 21146
Email: nashevents1@gmail.com

ORDER RECAP

United States Sailboat Show

ORDER CUT OFF DATE IS September 25, 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 **SEPTEMBER 25, 2019** OR YOU WILL BE CHARGED FLOOR PRICES AT SHOW SITE.

PLEASE TOTAL YOUR ORDER BELOW:

Furniture Order Form Total	\$
Shipping Form Total	
Carpet Order Form Total	\$
Booth Cleaning Form Total	
Labor Order Form Total	\$
Delivery Fee - \$10.00 for all orders	
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: _____

NASH EVENTS
P.O. Box 658
Severna Park, MD 21146
EMAIL: nashevents1@gmail.com

FORKLIFT SERVICES including MATERIAL HANDLING and ENGINE MOVEMENT

This service is for exhibitors who desire help unloading or loading their engines/or materials with the assistance of a forklift. This service is intended to assist in engines and loads in personal vehicles not commercial carriers. Commercial Carriers will be charged the show rate for weight unless otherwise contracted.

This service may be arranged in advance, or at the show. The cost is \$180.00 per hour, with a one hour minimum. The client must be present during the delivery and removal. Rates do not include delivery to booths on floating docks.

Please fill out the following form so we may anticipate your needs.

ON SITE ORDERS WILL BE \$205.00 PER HOUR.

DATE TO EXPECT YOUR SHOW SITE FREIGHT/ENGINE __ / __ / 2019

PLEASE SELECT THE APPROPRIATE ANSWER

UNLOADING OF YOUR FREIGHT: YES OR NO
APPROX. NUMBER OF PIECES _____

LOADING OF YOUR FREIGHT YES OR NO
APPROX. NUMBER OF PIECES _____

ENGINE: YES OR NO.
NUMBER OF ENGINES _____