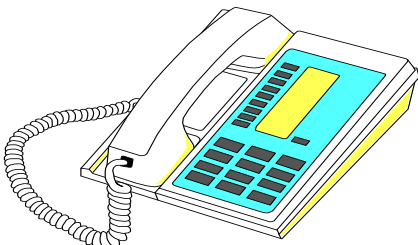




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Our phone number is 410-268-8828,
 Fax is 410-280-3903. Please call with
 any questions; we're here to help you.



This manual contains your general information for the 2019 United States 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 available on line the week of September 9.

Please fill out the Credentials Request Form now and return them for processing. This will help get your credentials to you before the show and therefore avoid standing in lines. Please make sure you have sent a copy of your Traders License or filled out your **Exhibitor's Affidavit Form**. All necessary forms may be downloaded from our website, 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 is located at 110 Compromise Street. The Show Office telephone number is 410-268-8828, Fax is 410-280-3903. The Show Office will monitor VHF Channel 71.

TENT EXHIBITS

Tents A & B, and AB will be ready for occupancy at 9:00 A.M. Tuesday, October 8. Exhibitors can work on their exhibits from 9:00 A.M. to 8:00 P.M. Tuesday and Wednesday.

Tent D will be ready for occupancy at 12:00 noon on Tuesday, October 8. Exhibitors can work on their exhibits from 12:00 noon on Tuesday and from 9:00 A.M. on Wednesday until 8:00 P.M. each night.

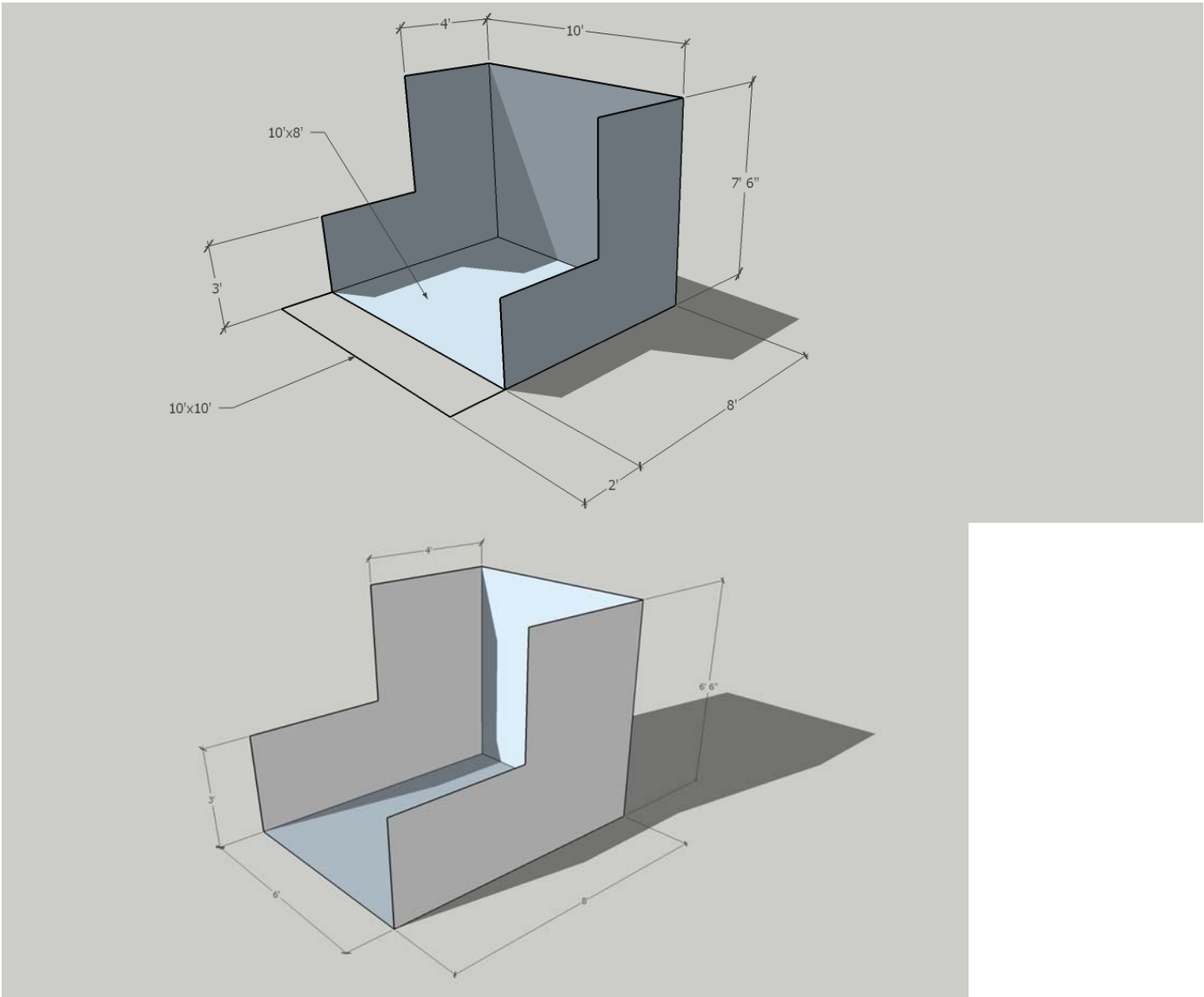
Tents C, F, G & H will be ready for occupancy at 3:00 P.M. Tuesday, October 8. Please note that a raised wooden floor is installed throughout the entire Tent C area. Therefore, it will be impossible to have forklift service. Please arrange your exhibit so that it can be brought in without forklifts; i.e., dollies, suds, hand-carried, etc.

Tents K & YB will be ready for occupancy at 9:00 A.M. Wednesday, October 9. Exhibitors may work on their exhibits from 9:00 A.M. to 8:00 P.M. on that day.

Tents L & M will be ready at 9:00 A.M. Wednesday and Tent O will be ready at noon Wednesday, October 9.

Each booth exhibit must conform to the rented space assigned to it and must not obstruct adjoining exhibits. If standing backdrops are used, they should not exceed 7 ½ ft high in tents A,B,C,D,K,L,YB and 6 ½ ft high in the individual tents, which are AB,F,G,H,L,M and O. 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 onshore 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 available on our website in September and to insure a smooth setup, it should be strictly obeyed. Exhibitors towing their boats on trailers should bring them directly to the City Dock area according to the move-in time schedule.

Manufacturers shipping boats to Annapolis should advise drivers of their scheduled move-in time. Set-up dates will be Monday, Tuesday or Wednesday, October 7, October 8, October 9.

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

The Yacht Basin area will be allowed to off-load their exhibits at the Annapolis Yacht Basin parking lot. As soon as your vehicles have been off-loaded, they must be removed from the area or arrangements must be made with the lot attendant to pay a parking fee.

DUE TO ANNAPOLIS CITY REGULATION THE RUNNING OF ANY TYPE COMBUSTION ENGINE DURING THE BOAT SHOW IS PROHIBITED.

FREIGHT CONSIGNMENT

The best way to ship freight to the show is to take advantage of the show's arrangements with Nash Events to receive and deliver freight directly to your exhibit. **EXHIBITORS ARE STRONGLY ENCOURAGED TO TAKE ADVANTAGE OF THIS SERVICE.** The rate schedule gives Nash Events Services' fees for material handling. These fees are for receiving, delivery to your space at the show, crate storage and return, and handling outbound shipments. Nash Events 410-353-1056

Consign all shipments as follows:

YRC Freight
Exhibitor's Company Name
Nash Events/United States Sailboat Show
7600 Preston Drive
Landover MD 20785

Exhibitors consigning freight directly to the show, shipped common carrier and requiring similar service (offloading, delivery to space, crate removal and storage, etc.), will be charged the same fees according to Nash Events rate sheet. This also applies to exhibitors who require help in loading and unloading from their own vehicles. Rates may be found in the Nash Events Service Kit on the For Exhibitors page of our website, www.annapolisboatshows.com

Freight will be received on the City Dock beginning **Monday, October 7, 2019**. All incoming freight must be fully prepaid and consigned as follows:

Exhibitor's Company Name
Space Number _____
United States Sailboat Show
Annapolis City Dock & Harbor
1 Dock Street
Annapolis, MD 21401

WATER EXHIBITS

Because of the tight schedule for move-in of water spaces, **you will receive detailed instructions in a subsequent bulletin about docking and when you should arrive with your boat.** Each boat must be equipped with an adequate anchor, six docking lines, fenders and a VHF radio (show monitors Channel 71).

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.

DUE TO ANNAPOLIS CITY REGULATION THE RUNNING OF ANY TYPE COMBUSTION ENGINE DURING THE BOAT SHOW IS PROHIBITED.

EXHIBITORS ARE NOT ALLOWED TO DRILL HOLES IN THE DOCKS TO INSTALL SIGNS OR STEPS. We have resurfaced many of our docks so please **do not** drill holes in them.

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 will be permitted to tie up on the show grounds.

The Annapolis 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.

SHOW HOURS

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

THURSDAY	VIP Preview Day *	October 10	10:00 A.M. to 6:00 P.M.
FRIDAY		October 11	10:00 A.M. to 6:30 P.M.
SATURDAY		October 12	10:00 A.M. to 6:30 P.M.
SUNDAY		October 13	10:00 A.M. to 6:30 P.M.
MONDAY		October 14	10:00 A.M. to 5:00 P.M.

To accommodate your preferred customers, exhibitor guest tickets will be available to Exhibitors and dealers.

MISCELLANEOUS INFORMATION

FORKLIFT TRUCKS: Forklift trucks will be available Tuesday and Wednesday 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 11.

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, belling2@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: ID signs (7" x 44") for Tents A, B, C, D, K, L & YB are provided and/or you may bring your own signs to the show. If you wish to have signs made, a list of sign makers is located on page 11.

EXHIBIT BACKGROUNDS IN LARGE TENTS: Tent exhibitors will be provided with 8' high drapery backgrounds and 3' high drapery dividers.

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, under United States 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. Baby strollers are discouraged, especially on floating docks.

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 before setting-up your display.

BANNER POLICY: Each exhibitor is allowed **one** banner per exhibit (not larger than 3' x 5'). Exhibitors who have rented space next to the fence have priority to that portion of the fence adjacent to them. No booth exhibitor has an exclusive right to the fence adjacent to their booth. Banners are not allowed in close proximity to competition. No banners or signs are allowed across docks or walkways without prior approval from management. No banners may be hung above the top of the fence without prior approval by management. Banners are not allowed on gates. Gates are reserved for exclusive use of show management. Management reserves the right to make any determination regarding signs or to remove any signs at its sole discretion based upon what is in the best interest of the shows.

TELEPHONE SERVICE

TELEPHONE SERVICE: Telephone service may be ordered from Annapolis Telephone Co. by calling **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 any additional time after the first hour. For dedicated connection, \$400; both shows, \$600 (same booth). 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).

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. Guests, customers, non-working employees, children and spouses of the exhibitor should be provided with EXHIBITOR GUEST TICKETS supplied by the exhibitor. These tickets may be downloaded from our website, www.annapolisboatshows.com. Please use the form on our website, www.annapolisboatshows.com or call us at 410-268-8828.

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. They will then be issued a wristband for the day.

BADGES MUST BE CONSPICUOUSLY WORN BY THE EXHIBITOR EMPLOYEE WHILE ON THE 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 and not reissued.

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.

Please send in your **DEALER INFORMATION SHEET** that can be downloaded from our website, www.annapolisboatshows.com. This will allow your dealers to receive all set-up information and order their exhibitor badges.

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

AN \$8.00 FEE WILL BE CHARGED FOR EACH REISSUED CREDENTIAL.

EXHIBITOR ADMISSION TO THE SHOW AFTER CLOSING: All exhibitors who are authorized to reside aboard boats on the show docks after closing time **MUST** submit their names in advance to the Show Office. These requests **MUST** be on company letterhead and signed by the person in charge of the exhibit. The names of boat delivery/pick-up crews spending a night aboard must similarly be submitted.

For entry to the grounds after the show closes, the following are required: **a night pass, a bona fide exhibitor credential, and personal identification**. These rules will be strictly enforced and are designed to provide nighttime security for your exhibit.

EXHIBITOR'S LOUNGE: The Annapolis Fleet Reserve Club facilities will be available to exhibitors at the sailboat and powerboat shows during show days for food and bar services. The Fleet Reserve Club is on Compromise Street between Tent "D" and the Annapolis Waterfront Hotel.

ELECTRICAL SERVICE

ELECTRICAL SERVICE: A 120V/30A Hubbell twist lock type receptacle will be provided for each boat in the water. Each tent space exhibitor will have available one 500 watt standard 3 prong grounded receptacle. No single receptacle is to use more than 600 watts (5 amps).

Due to the fact that temporary electricity must be installed on the City Dock, the use of heaters or air conditioners is prohibited.

LAUNCHING FACILITIES, MARINE SERVICES, GENERAL MAINTENANCE

Annapolis Harbor Boat Yard

Bert Jabin's Yacht Yard

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

7310 Edgewood Road
Annapolis, MD 21403
(410) 268-9667

Annapolis Landing Marina
980 Awald Road
Annapolis, MD 21403
(410) 263-9109

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

TENTS

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

SHOW DECORATOR

Nash Events
ANGIE: 410-353-1056
E-MAIL: nashevents1@gmail.com

SERVICES

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

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

Annapolis Boat Service
7330 Edgewood Rd. Suite 5
Annapolis, MD 21403
(410) 280-2935

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

Prestige Yacht Management
Annapolis, MD
(410) 267-6860

SIGNS/COPY SERVICES

Signs By Tomorrow
913 Commerce Road
Annapolis, MD 21401
(410) 266-3341

Anderson Minuteman Press
100 Roesler Road, Ste 101
Glen Burnie, MD 21060
(410) 590-5555