



PARTY PERMIT POLICY

Exhibitor's Parties, press conferences and other functions conducted on the grounds during or after hours at the United States Sailboat Show requires prior approval and arrangements with show management. Once details are finalized, you must fill out the Party Permit Application and submit to show management along with appropriate application fee of:

1 to 50 guests \$200.00

50+ guests \$300.00

All parties must end at 9PM. Show Management will allow 30 minutes after closing time of 9PM for cleanup. This timing will be strictly enforced.

A **Party Permit** must be posted at the approved party location. Our security team is instructed to escort all unauthorized exhibitors and guests to the gate 30 minutes after show closing time.

After receiving preliminary approval, you will need to provide the show with the following specific information no later than two weeks prior to the show.

- 1. Copy of the invitation**
- 2. Exact date and time of the event**
- 3. Name of caterer (if applicable) and time & location of arrival***
- 4. Name of band (if applicable) and time & location of arrival***
- 5. Invitation list and number of guests**
- 6. All guests coming in after show hours must enter at the Main Gate located on Dock Street.**

PLEASE NOTE: Invitations to your function are not admission tickets to the show and it is strongly suggested that your invitations state that to avoid embarrassment to your guests at the gate. Invited guests to functions that start after show hours will be admitted with their invitation alone but only after the show has closed for the day.

*Parking is not provided for caterers and bands. By prior arrangement, we will try to accommodate staging but vehicles must be removed once the food or equipment has been off-loaded.

Please return the completed application and payment to:

Rhonda Townley
Annapolis Boat Shows, Inc.
110 Compromise Street
Suite 500
Annapolis, MD 21401
rhonda@annapolisboatshows.com
410-268-8828