

United States Sailboat Show October 4 – 8, 2012

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Our phone number is **410-268-8828** thru September 30 and beginning October 1 will be **410-280-5317**. Please call with any questions; we're here to help you.



This manual contains your general information for the 2012 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 17.

Please download pages 10-12 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 filled out your **Exhibitor's Affidavit Form** (page 12) and faxed the form to the boat show at 410-280-3903 or applied for your Maryland State Traders License.

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 at the intersection of Prince George Street and Craig Street. The Show Office telephone number will be (410) 280-5317. All calls should be made to that number starting Monday, October 1. The Show Office will monitor VHF Channel 71.

TENT EXHIBITS

Tents A & B will be ready for occupancy at 9:00 A.M. Tuesday, October 2. Exhibitors can work on their exhibits from 9:00 A.M. to 8:00 P.M. Tuesday and Wednesday.

Tent AB will be ready for occupancy at 12:00 noon on Tuesday, October 2. 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 will be ready for occupancy at 3:00 P.M. Tuesday, October 2. 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.

Tent D 1 – 64 will be ready for occupancy at 9:00 A.M. Tuesday, October 2. Exhibitors may work on their exhibits from 9:00 A.M. to 8:00 P.M. on Tuesday and Wednesday.

Tents K & YB will be ready for occupancy at 9:00 A.M. Wednesday, October 3. Exhibitors may work on their exhibits from 9:00 A.M. to 8:00 P.M. on that day.

Tents G & H will be ready at 3:00 P.M. Tuesday, October 2.

Tents L & M will be ready at 9:00 A.M. Wednesday and Tent O will be ready at noon Wednesday, October 3.

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 1, 2, 3.

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.

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.** Boats will start to arrive in the water, ready for docking, beginning at noon on Monday, October 1. 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.

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 can 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	Trade/Press/V.I.P. Day*	October 4	10:00 A.M. to 6:00 P.M.
FRIDAY		October 5	10:00 A.M. to 6:30 P.M.
SATURDAY		October 6	10:00 A.M. to 6:30 P.M.
SUNDAY		October 7	10:00 A.M. to 6:30 P.M.
MONDAY		October 8	10:00 A.M. to 5:00 P.M.

To accommodate your preferred customers, V.I.P. 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 9.

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 \$500,000.00 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, 410-991-9801, belling2@verizon.net or Vicky Gillespie, 301-802-7542, severnrunins@gmail.com. They will be happy to assist you.

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 9.

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, during or after show hours. Exhibitors who desire to hold parties or other functions where alcohol will be served are requested to conduct these activities off premises.

PETS No pets will be allowed on the show grounds.

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.

For information on accommodations in the show area, call 1-410-280-0445 or visit www.visit-annapolis.org.

TELEPHONE SERVICE

TELEPHONE SERVICE Telephone service may be ordered from Annapolis Telephone Co. by calling **410-990-0000**. 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).

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.

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 are available through our office for this purpose. Please use the form mailed to you 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.

The number of badges per exhibitor must be limited to a reasonable quantity. Six 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.

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

Please send in your **DEALER INFORMATION SHEET**, page 10, immediately. This will allow your dealers to receive all set-up information and order their exhibitor badges.

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

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 Marriott Waterfront Hotel.

TRADER'S LICENSE/AFFIDAVIT

By State Law, Show Management cannot allow an exhibitor to participate in the show if the exhibitor has not submitted a copy of the Maryland Trader's License or an Exhibitor's Affidavit **PRIOR** to the show. An exhibitor who has a valid Trader's License for a fixed place of business in Maryland does not have to obtain another Trader's License, provided the exhibitor presents a copy of the license to Show Management **PRIOR** to the show. All other Exhibitors must be able to answer "NO" to the following two questions to be exempt from obtaining a Maryland Traders License; if so, complete the Exhibitor's Affidavit. Manufacturers are exempt from obtaining a Traders' License but must fill in the portion of the Exhibitor's Affidavit that pertains to manufacturers.

A duly executed Exhibitor's Affidavit (**page 12**) must set forth the following conditions:

1. Exhibitor derives less than 10 percent of his annual income from the sale of like goods, wares, chattels or merchandise at this show;

and

2. Exhibitor has not participated in more than three shows (in Maryland) during the previous 365 days.

The copy of a Trader's License or an Exhibitor's Affidavit must be conspicuously displayed during the show.

Within seven days after the conclusion of the show, the Show Management must forward all Exhibitor's Affidavits to the State of Maryland. If an exhibitor does not meet the requirements as outlined above, he will not be permitted to exhibit in the show. There are legal liabilities involved for not meeting these requirements.

Please fax a copy of your license or affidavit to United States Sailboat Show, **410-280-3903** immediately and be sure to bring a copy with you when you arrive to set-up your exhibit.

If you have any questions about the contents of this bulletin, please telephone us, **410-268-8828**. Thank you for your cooperation.

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
8610 Cherry Lane, Suite 30
Laurel, MD 20707
(301) 604-2334 (800) 439-8729

HDO Productions
11910 Parklawn Drive
Rockville, MD 20852
(301) 881-8700

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

Chesapeake Rigging/Annapolis Spar
7310 Edgewood Road
Annapolis, MD 21403
(410) 268-0956

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

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

SIGNS/COPY SERVICES

Annapolis Signworks
900A Commerce
Annapolis, MD 21401
(410) 266-9779

Annapolis Signs & Graphics
91 Gibraltar Street
Annapolis, MD 21401
(410) 263-5513

High Starr Copy Services
302 Harry Truman Pkwy #A
Annapolis, MD 21401
(443) 837-0111

EMPLOYMENT

Manpower Temporary Services
170 Jennifer Road, Suite 312
Annapolis, MD 21401

(410) 224-6990

2012 UNITED STATES SAILBOAT SHOW DEALER INFORMATION

EXHIBITOR NAME _____

Please list below the names of your dealerships that you want to receive exhibitor credentials. These will be issued only with your authorization, and should be for only those dealers actually working your exhibit. We will contact the dealer(s) and provided them with their own Exhibitor Credentials request.

DEALERSHIP NAME _____

Contact _____ Phone # _____ Fax # _____

Address _____

City, State, Zip _____

What boats will this dealer bring to the show? _____

DEALERSHIP NAME _____

Contact _____ Phone # _____ Fax # _____

Address _____

City, State, Zip _____

What boats will this dealer bring to the show? _____

If you need additional space, please use the back of this sheet.

Please fax this sheet immediately to **410-280-3903**. This will allow your dealers to receive all set-up information and order their badges.

2012 UNITED STATES SAILBOAT SHOW EXHIBITOR CREDENTIALS REQUEST

These credentials must be used **ONLY** by the company employees regularly engaged in the conduct of your **business**. Failure to comply with this rule will result in confiscation. If any substitution of personnel is made, the original credential must be returned to the Show Office and a new credential issued.

IMPORTANT - To issue your badges by return mail or at the show office, we MUST have the following:
Payment in full
Signed contract
Maryland Traders License or Exhibitor's Affidavit
Certificate of Insurance

Please fax this list to United States Sailboat Show, **410-280-3903**, before **SEPTEMBER 14, 2012** in order to receive your badges before the show. After that date, the credentials will be held at the show office.

Send badges by return mail

Pick up at Show Office

REMINDER: 6 badges per booth, 3 badges for each additional booth, 3 badges per boat, 6 badges per land space.

COMPANY NAME: _____

Please **TYPE** or **PRINT CLEARLY**, the names of the individuals who will be working **FULL-TIME** at your exhibit.

1. _____

7. _____

2. _____

8. _____

3. _____

9. _____

(max. 1 boat)

(max. 2 booths/3 boats)

4. _____

10. _____

5. _____

11. _____

6. _____

12. _____

(max. 1 booth/1 land space/2 boats)

(max. 3 booths/2 land spaces/4 boats)

WRISTBAND ONLY - Please **TYPE** or **PRINT CLEARLY** the names of the individuals who will be working **PART-TIME** at your exhibit.

1. _____

3. _____

2. _____

4. _____



Peter Franchot
Comptroller

Jeffrey Kelly
Director

Sharon Brechbiel
Chief License Inspector

EXHIBITOR'S AFFIDAVIT
(MUST BE DISPLAYED AT ALL TIMES)

NAME OF SHOW _____ United States Sailboat Show _____

DATE(S) ATTENDED _____ October 4 - 8, 2012 _____

EXHIBITOR'S NAME
(please print) _____

TRADE NAME OF BUSINESS
(if applicable) _____

SSN / FED ID # OR DRIVERS LIC# (MUST SHOW ONE) _____

MD SALES/USE TAX # _____

HOME ADDRESS _____

CHECK THE APPLICABLE STATEMENT BELOW:

____ **Exhibitor's Statement:**
I do solemnly declare and affirm, under penalties of perjury, that; (1) less than 10% of my **annual gross income** is derived from the sale of like goods, wares and merchandise at the show and (2) I have not participated in more than three (3) shows in the State of Maryland during the previous 365 days.

____ **Manufacturer's Statement:**
I do solemnly declare and affirm, under penalties of perjury, that I grow, make or manufacture the goods which I will display and offer for sale at the show named above.

*****IF YOU DO NOT MEET EITHER OF THE ABOVE CONDITIONS YOU MUST OBTAIN A TRADER'S LICENSE FROM THE CLERK OF THE CIRCUIT COURT. CONTACT THE STATE LICENSE BUREAU AT 410-260-6240 FOR FURTHER INFORMATION CONCERNING THIS LICENSE REQUIREMENT*****

SIGNATURE _____
*****PLEASE FAX TO 410-280-3903*****