

# Bay Bridge Boat Show

New/Brokerage

at the Bay Bridge Marina, Kent Island  
Stevensville, Maryland

April 19 – April 22, 2012

980 Awald Rd. Suite 302 Annapolis, MD 21403

410-268-8828

## EXHIBITOR SET-UP BULLETIN

### CONTENTS

Show Office Information .....	2
Show Hours.....	2
Tent Exhibits.....	2
Water/Land Exhibits .....	3
Miscellaneous Info .....	4
Telephone/Electrical Service.....	5
Credentials Information.....	5
Maryland State Traders License.....	6
Exhibitor's Affidavit .....	7
Exhibitor's Credentials Request .....	8

Our phone number is **410-604-3625**  
and our fax number is **410-604-3628**  
beginning April 16th.

Please call with any questions;  
we're here to help you.



This package contains your general information for the 2012 Bay Bridge Boat 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 2nd.

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**. See page 6.

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 outside of the Exhibitor's Entrance. Exhibitor representatives are requested to visit the Show Office immediately upon arrival to obtain exhibitor credentials and current information on exhibit locations, setting up and staffing exhibits. The Show Office telephone number will be **410-604-3625** and all calls should be made to that number starting on Monday, April 16. Our fax number will be **410-604-3628**. The Show Office will monitor **VHF Channel 71**. **Please do not call the Bay Bridge Marina on VHF Channel 68 for docking instructions.**

## HOURS

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

THURSDAY	April 19	12:00 Noon to 6:00 P.M.
FRIDAY	April 20	10:00 A.M. to 6:00 P.M.
SATURDAY	April 21	10:00 A.M. to 6:00 P.M.
SUNDAY	April 22	10:00 A.M. to 5:00 P.M.

## TENT EXHIBITS

All tents will be ready for occupancy at noon Tuesday, April 17. Exhibitors in all tents may work on their exhibits until 8:00 P.M. Tuesday and Wednesday, April 17 and April 18. All exhibits must be in place by 8:00 P.M. Wednesday, April 18.

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 7 ½ ft. in height in Tents A or E and 6½ ft. in height in the B and F tents. 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 2<sup>nd</sup>. To insure a smooth setup, it should be strictly obeyed.

Manufacturers shipping boats to Bay Bridge Marina should advise drivers of their scheduled move-in time. Set-up dates will be Tuesday or Wednesday, April 17 or 18.

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.

**THE DOCKS AT BAY BRIDGE MARINA ARE NEW. PLEASE USE A CLAMP TO ATTACH FLAGS, SIGNS, ETC. EXHIBITORS ARE NOT ALLOWED TO DRILL HOLES IN THE DOCKS FOR ANY REASON.**

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.

**PARKING** Exhibitor parking is available near Hemingway's Restaurant. Please park in the designated spaces for exhibitors so the visitors to the show will be able to park closer to the entrance.

**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** Launching facilities at the marina include a forklift and two travel lifts. If you need to use these facilities, please contact Bay Bridge Marina, 410-643-3162, to make arrangements. There are no boat ramp facilities available at the marina.

**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.

**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.

**EXHIBIT BACKGROUNDS IN TENTS** Tent exhibitors in tents A or E will be provided with 8' high drapery backgrounds and 3' high drapery dividers.

**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, 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.

## TELEPHONE SERVICE

**TELEPHONE SERVICE** Telephone service may be ordered from Annapolis Telephone Co. and their phone number is 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.

## 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 marina office at Bay Bridge Marina, 410-643-3162, with your dock/slip number. Each tent exhibitor will have available one 500 watt 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 \$6.00 per ticket. Use the form included to order your tickets.

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

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.

**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.**

## 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. Manufacturers are exempt from obtaining a Traders' License but must fill out the portion of the Exhibitor's Affidavit that relates to Manufacturers

Out of State Exhibitors: If you are out of state and qualify with the following conditions:

- 1) You derive less than 10% of your annual income from sales Maryland
- 2) You have not participated in more than three shows in the State of Maryland during the previous 365 days.

You are required to have an Exhibitor's Affidavit. A copy of this form must be presented to Show Management **PRIOR** to the show.

If your Out-of-State business exceeds the conditions required for an Exhibitor's Affidavit, you must file for a Trader's License with the state at the following address:

Maryland State License Bureau  
PO Box 2999  
Annapolis, MD 21404  
Phone: (410) 260-6240

Within seven days after the conclusion of the show, 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.

## MARYLAND SALES TAX

All exhibitors making sales and collecting money in the state of Maryland are required to collect sales tax. The State of Maryland, Compliance Division, will send you a temporary sales tax number and worksheet to report your sales tax.



**Peter Franchot**  
Comptroller

**Jeffrey Kelly**  
Director

**Sharon Brechbiel**  
Chief License Inspector

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

NAME OF SHOW \_\_\_\_\_ Bay Bridge Boat Show \_\_\_\_\_

DATE(S) ATTENDED \_\_\_\_\_ April 19 – 22, 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\*\*\*\*\*

## 2012 BAY BRIDGE BOAT 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, 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 the Bay Bridge Boat Show, 410-280-3903 **NO LATER** than **April 1, 2012** to ensure that your badges will be ready when you arrive. If the list is received after that date, your credentials will be held at the show office.

Send badges by return mail

Will pick up at Show Office

**REMEMBER: 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** 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) |

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

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**NOTE: FAX # 410-280-3903. PLEASE DO NOT SEND A DUPLICATE COPY BY MAIL.**