

The Yacht Show At National Harbor May 29 – 31, 2009

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Our phone number is **410-268-8828** and our fax number is **410-280-3903**.

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

This manual contains your general information for the 2009 Yacht Show at National Harbor. 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 May 11.

Please download pages 10 and 11 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 11) or applied for your Maryland State Trader's License and fax it along with your **Certificate of Insurance** to us at 410-280-3903.

Your kit from our decorator, Select Event Rentals, is also available on line. This kit contains your costs to the decorator for rental equipment. Please read it carefully and fill out the necessary forms.

Thank you for being a part of the show. We look forward to seeing you in May.

SHOW OFFICE

The Show Office will be located at 161 National Harbor Plaza. Exhibitor representatives are requested to visit the Show Office immediately upon arrival at National Harbor to obtain exhibitor credentials and current information on exhibit locations and procedures, setting-up and staffing of exhibits. The Show Office telephone number will be (410) 268-8828. The Show Office will monitor VHF Channel 71.

TENT EXHIBITS

All tents will be ready for occupancy at 8:00 A.M. on Thursday, May 28. A detailed time move-in schedule for tent and land exhibitors will be posted on line by May 15th. Exhibitors may work on their exhibits until 8:00 P.M. All exhibits must be in place by 8:00 P.M., Thursday, May 28.

Each booth exhibit must conform to the rented space assigned to it and must not obstruct adjoining exhibits. If standing backdrops are used, they must be no higher than 7'. Sides of displays cannot extend out more than 4' from the back of the tent. 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 by May 15th and to insure a smooth setup, it should be strictly obeyed. Exhibitors towing their boats on trailers should bring them directly to the National Harbor area according to the move-in time schedule.

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

FREIGHT CONSIGNMENT

Consign all shipments as follows:

Exhibitor's Company Name
Booth Number
The Yacht Show at National Harbor
161 National Harbor Plaza
National Harbor, MD 20745
Phone: 410-268-8828
Fax: 410-280-3903

ALL SHIPMENTS MUST BE PREPAID!

Freight will be received at National Harbor starting Wednesday, May 27. All incoming freight must be fully prepaid.

PLAINLY MARK ALL FREIGHT SHIPMENTS AND BILLS OF LADING "FOR PRE-PAID DELIVERY, May 27, 2009".

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 9 A.M., Wednesday, May 27. Each boat must be equipped with an adequate anchor, six docking lines and 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. 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 Prince George's County 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:

FRIDAY	May 29	12 Noon to 9:00 P.M.
SATURDAY	May 30	12 Noon to 9:00 P.M.
SUNDAY	May 31	12 Noon to 6:00 P.M.

To accommodate your preferred customers, discounted tickets will be available to Exhibitors and Dealers. Please use the Exhibitor Guest Ticket Order Form (page 12).

MISCELLANEOUS INFORMATION

FORKLIFT TRUCKS Forklift trucks will be available Wednesday and Thursday 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.

OFFICIAL DECORATOR Select Event Rentals, 8610 Cherry Lane, Ste 30, Laurel, MD 20707 is the official show decorator and they are staffed and equipped to service your requirements. A furniture rental form is available on our website under Exhibitor Manuals. Click on Select Event Manual. For additional information, contact Select Event Rentals (410) 540-9151 or (800) 439-8729.

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 NH Yacht Show, Inc., Resort Pier, The Petersen Companies LC, National Harbor Owners Association and Petersen Management LC as additional insured. Exhibitor is also required to carry Worker's Compensation Insurance and that should also be included on your Certificate of

Insurance. 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.

CLEANING EXHIBITS Exhibitors must keep their booths clean and neatly arranged. The aisles will be vacuumed 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 after show hours must contact Shelley Deutsche, at 410-268-8828 prior to show dates with details.

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.

BANNER POLICY No banners are permitted on the fence. No banners or signs are allowed across docks or walkways. 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.

To accommodate our exhibitors, we have special rates at the following hotels: Westin Hotel, 171 Waterfront St, National Harbor, MD 20745, 301-567-3999, or Hampton Inn, 250 Waterfront St, National Harbor, MD 20745, 301-567-3531. For other accommodations in the show area, go to the National Harbor website, www.nationalharbor.com, click on Hotels.

TELEPHONE & INTERNET SERVICE

TELEPHONE SERVICE Telephone service may be ordered from Annapolis Telephone Co. by calling **410-990-0000**. Please provide your home office and the show office with the number at the show.

INTERNET SERVICE Internet access for The Yacht Show at National Harbor will be complimentary this year. For information on connection and services contact: Annapolis Wireless Internet at 301-452-8755 or 443-321-3742.

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 ground receptacle. No single receptacle is to use more than 600 watts (5 amps).

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 Exhibitor Guest Ticket Order form (page 12) 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 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 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.

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 11) 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 The Yacht Show at National Harbor, **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.

TENTS

Select Event Rentals
8610 Cherry Lane Suite 30
Laurel, MD 20707
(410) 540-9151
(800) 439-8729

SERVICES

Turner Cleaning Service
512 Bay Dale Drive
Annapolis, MD 21403
(410) 820-9558

Fort Washington Marina
13600 King Charles Terrace
Fort Washington, MD 20744
(301) 292-7700

TowBoatU.S.
24 Hour Dispatch
(800) 391-4869 or
Hail TowBoatU.S. on
VHF Channel 16

2009 THE YACHT SHOW AT NATIONAL HARBOR 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 The Yacht Show at National Harbor, **410-280-3903 NO LATER than May 15, 2009** in order to receive your badges before the show. 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 CLEARLY** the names of the individuals who will be working **FULL-TIME** at your exhibit.

- | | |
|---|--|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____
(max. 1 boat) | 9. _____
(max. 2 booths/3 boats) |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____
(max. 1 booth/1 land space/2 boats) | 12. _____
(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

John R. Horney, Jr.

Director

Sharon Brechbiel

Chief License Inspector

EXHIBITOR'S AFFIDAVIT

(MUST BE DISPLAYED AT ALL TIMES)

NAME OF SHOW _____

DATE(S) ATTENDED _____

EXHIBITOR'S NAME _____

(please print)

TRADE NAME OF BUSINESS _____

(if applicable)

SOCIAL SECURITY OR FEDERAL ID # _____

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.

SIGNATURE _____

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

2009 Yacht Show at National Harbor

**NEW EXHIBITOR GUEST TICKET ORDER FORM
FOR ADVANCE TICKET ORDERS PLACED BY TUESDAY, MAY 26, 2009**

IMPORTANT –THIS NEW SYSTEM IS FOR TICKET ORDERS PLACED BY TUESDAY, MAY 26, 2009

We have introduced a new Exhibitor Ticket System for our 2009 boat shows that will make your life simpler. This new system will allow you to request a minimum of 20 and a maximum of 500 tickets free of charge that you can then hand out to your customers. Each ticket will be imbedded with a bar code that will be scanned upon entry to the show. At the conclusion of the show, an invoice will be generated charging you \$8 per scanned ticket only. A valid credit card guarantee is required for all ticket orders. Your card will not be charged unless payment is not received by June 30, 2009.

Please send me _____ **EXHIBITOR GUEST TICKETS** at \$8 .00 per ticket

Company Name of Exhibitor: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Credit Card is required for tickets.

Card Type (circle one): Visa/MC Amex Discover

Name on Card: _____

Card Number: _____

Expiration Date: _____

3digit code: _____

Amount to be charged: _____

By signing I authorize my card to be charged if payment is not received by June 30, 2009

_____ Date: _____

Mail order form to The Yacht Show at National Harbor, 980 Awald Rd. Suite 302, Annapolis, MD 21403.
Questions please call 410-268-8828

If your ticket order is received after May 15, 2009, your tickets will be held for you at the Show Office.