



EXHIBITOR INFORMATION

SHOW HOURS:

Thursday	Sept 19	12pm – 7pm
Friday	Sept 20	12pm – 7pm
Saturday	Sept 21	10am – 7pm
Sunday	Sept 22	10am – 5pm

ON-SITE SHOW OFFICE:

Located on-site in Berth 43, the show office will be staffed 9am-7pm Monday September 16th through Sunday September 22nd, and 9am-12pm on Monday September 23rd. The Boat Show number, **(949) 757-5959**, will be operational from 9am until closing time each day of the show.

IMPORTANT!

Order tables/chairs or other rental needs directly with Raphael's Convention Services.

If electricity does not come provided with your space or you need in excess of 5 amps, you must also order power directly with Powertrip Rentals.

DID YOU...??

- Sign & return your contract and fact sheet? (Your space is not reserved without these.)
- Submit your final payment? (*Due August 16, 2019*)
- Send your complete insurance documents, including certificates and endorsement?
- Provide your CA seller's permit to show management?
- Complete your badge form? (*Due August 23, 2019*)
- Need to order parking passes and extra tickets? You can order in advance!

All exhibitor forms & order forms can be found online at:

<https://www.laharborboatshow.com/exhibitors/exhibitor-forms/>

BOOTH (10x10s) EXHIBITOR MOVE-IN

You will have access to begin setting up your display from 12pm-7pm Wednesday, September 18th. And beginning 7am Thursday, September 19th, until 11AM. (Show opens at noon)

If you are providing your own canopy, please confirm with Show management. (\$200 fee may apply)

BOOTH (10x10s) EXHIBITOR MOVE-OUT

Move-out will begin once the show is officially closed at 5:01pm on Sunday, September 22nd and all attendees have cleared the show. **ALL BOOTHS MUST BE COMPLETELY REMOVED BY 12PM MONDAY, September 23rd.**

VESSELS AND SPECIALTY/BULK DISPLAYS – PRE-/POST-SHOW STAGING & MOVE-IN/OUT

You will be notified regarding your staging and move-in/out by Show Manager.

NEW for 2019! BADGE & EXHIBITOR TICKET POLICIES

--- Any Badge form submitted **after** the deadline is not guaranteed to be fulfilled with personalized badges. Exhibitor will be issued generic company-named badges in the specified number determined by the size of your display.

--- No Exhibitor Badges will be printed on-site at the show office.

--- We are no longer offering billable ticket options. All tickets purchased must be paid for upon receipt. Passes are non-refundable.

--- To improve the **Will Call** service for your customers, tickets submitted to Will Call must be in envelopes provided by show management and must be completed with full customer name and your contact information. We will not accept any other envelopes or incomplete information.

EXHIBITOR RULES

1. Conduct Between Exhibitors
 - a. Exhibitors agree that they will not disrupt the show by harassing other exhibitors, or by disrupting other exhibitors' ability to conduct normal business activity at the show. In its sole discretion, McIntosh may physically remove from the exhibitor's booth space any person who is engaged in threatening, disruptive, or offensive behavior.
2. Non-Current Product/Boats
 - a. Boat exhibitors may display up to 20% of new and unused previous model year boats in their display. A new boat is defined as a boat that has not been registered with the State.
3. Installation
 - a. Specific instructions regarding loading in/out (i.e., dates, times, and directions, etc.) will be sent to each exhibitor, and must be strictly observed. Exhibitors will be billed for extra rigging services required because of delays caused by unprepared exhibits, including carpet installation, lack of appropriate cradling equipment, etc.; lateness; or any special/unusual handling of boats or equipment. Late exhibitors arriving after their scheduled installation time can be relocated to any location specified by McIntosh or, if no alternative is available, may forfeit their show participation rights.
 - b. No signs, walls, product, or any part of a display shall be set up so as to block off or otherwise interfere with the view of any other display. Exhibits are limited to the space provided in the contract. Product, personnel and/or display materials may not extend into the aisles or adjoining space (including trailer tongues, wheels, stairs, stern drives, display/literature racks, etc.)
 - c. No signs may be placed on columns or walls except within exhibitor's space. No nails or screws may be driven into the floor. Exhibitors are responsible for filling holes from tent stakes or from other structures not provided by McIntosh, for removing tape from floors, and for removing carpet, including whatever is used to secure it.
 - d. No fuel may be stored in containers, boats, RV's, or authorized vehicles. All gas tanks must have locking gas caps or be taped closed. Batteries must be disconnected from ignition systems.
4. Standard Booth exhibits are one or more standard units (10' x 10') in a straight line.
 - a. Exhibitors may not obstruct the visibility of neighboring booths.
 - b. Standard booths are equipped with an aluminum frame and curtain back and side panels. The back of the display is 8' tall and two side panels measure 3' tall. Larger booths such as 10'x20', 10'x30', etc. have the same back; however the sides are only on the ends.
 - c. Height: Exhibit fixtures and components will be permitted to a maximum height of 8'0". Sidewalls may extend 4'0" or 1/3 the depth (whichever is greater) from the back line at the height of 8'0", but then must drop to a 4'0" height.

5. Hanging Signs/Banners

- a. No banners are permitted to be hung without prior management approval. Approved banners may be hung on fencing or railing along the ramp into the water. Show management reserves the right to remove or relocate any exhibitor banners.
- b. Inflatable signs or forced air or helium balloons for identification purposes must be approved in advance. Helium balloons are not to be handed out to show visitors.

6. Parking Guidelines

- a. \$10 daily parking (cash only) is available at the end of Miner Street – BERTH 46. For your convenience, a courtesy shuttle will run continuously during show hours from this lot to the boat show (approx 0.2 miles).
- b. Event producers and affiliated partners will not accept responsibility for parking violations if you park within Cabrillo Way Marina lots. Please pay close attention to posted parking restrictions, access, and time limits.
- c. Exhibitor Parking Passes are available for purchase at the boat show office during check-in. Parking passes are \$20 each, and are good for all 4 days of the show. Only valid for parking in Berth 46 and no other areas of the Marina.

MERCHANDISING POLICY: Only those items related to the marine industry, including financing and insurance companies, will be allowed as exhibitors. No items that are offensive or create a noise problem will be allowed. If you have any questions regarding the display of items not mentioned in your show contract, please contact us before the move-in date. Items not covered in your contract may not be displayed, including free marine publications.

A broker or boat dealer must represent new & used vessels for sale that are displayed.

STORAGE

Boat trailers and any other empty trailers may be stored on-site during the show. There will be no access until after the show closes. Trailers will be available for pickup starting at 5:00PM on Sunday, September 22.

Please contact Tim Baker, tim@goboating.com or (909) 223-9631 for more information.

CA STATE SELLER’S PERMIT: Exhibitors must provide show management with a California Seller’s Permit, if applicable.

If you do not have a seller’s permit you can apply for a temporary permit online at

<https://efile.boe.ca.gov/ereg/index.boe>

If you setup without a valid permit or provide show management with an invalid number, all fees incurred will be passed onto you, the exhibitor.

Please contact our LA Harbor Boat Show Team below with questions or concerns.

On behalf of the Duncan McIntosh Company, we thank you for your participation in the 4th Annual LA Harbor Boat Show.

-The Boat Show Team

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