

2024

ANACORTES 
BOAT&YACHT
SHOW

Featuring

Trawlerfest
BOATSHOW • EDUCATION • RENDEZVOUS

EXHIBITOR HANDBOOK

TABLE OF CONTENTS

I.	GENERAL SHOW INFORMATION.....	3
II.	RULES & GUIDELINES.....	4 - 5
	Marine-Oriented Products	
	Sublet & Combined Exhibits	
	Boats on Display	
	Access to Boats	
	Demonstrations	
	Sound	
	Fenders and Lines	
	Power to Boats	
	Staying Aboard Overnight	
III.	DISPLAYS	5 - 8
	Tent Booth Specifications	
	Marine-Oriented Products Only	
	Character Of Exhibits	
	Partitions & Aisle Obstructions	
	Signs: Exhibitor Identification and Pricing	
	Music	
	Food & Beverage	
	Distribution of Literature & Giveaways	
	Insurance Endorsement	
	Move-In	
	Move-Out	
	Business License	
	Security	
	Exhibitor Badges	
	Guest Tickets	
IV.	MUSIC HOLD HARMLESS AGREEMENT	9
V.	EXHIBITOR ORDER FORM	10 - 12
	Guest Tickets Order Form	
	Exhibitor Badge Order Form	
	Electrical Order Form	
VI.	PACIFIC PARTY CANOPIES ORDER FORM.....	13

The Exhibitor Handbook is also available online at
www.anacortesboatandyachtshow.com/exhibit

I. GENERAL SHOW INFORMATION

LOCATION

Cap Sante Marina, Anacortes, WA

SHOW DATES

May 16 (Thursday) –
May 18 (Saturday), 2024

SHOW HOURS

10 a.m. – 6 p.m. Daily

TICKET INFORMATION

Adults: \$15
Children 17 & Under: Free with paid Adult

SHOW MANAGEMENT

Northwest Marine Trade Association
1900 N. Northlake Way, Ste. #233, Seattle, WA 98103
Main Office: (206) 634-0911 tel (206) 632-0078 fax
Boat Show Director: Katie McPhail
Email: katiemc@nmta.net

Anacortes Chamber of Commerce
819 Commercial Ave, Anacortes, WA 98221
Main Office: (360) 293-7911
President: Jesica Kiser
Email: jesica@anacortes.org

TENT RENTAL

Pacific Party Canopies
445 Pease Road, Burlington, WA 98233
(360) 707-2115 tel (360) 707-0414 fax
E-mail: jill@pacificpartycanopies.com

II. RULES AND GUIDELINES

1. MARINE RELATED EXHIBIT & NO SUBLETTING OF EXHIBIT SPACE:

- a) **MARINE- ORIENTED PRODUCTS ONLY:** The Anacortes Boat Show Committee has established a policy that only marine-oriented products can be displayed. This means that such items as campers, snow equipment, snowmobiles, automobiles, real estate (other than marine-oriented projects), and time share vacations will not be permitted in the show without approval of the Anacortes Boat Show Committee or its designee. Displays must have ample orientation; “pictures, brochures, samples, etc.” showing application to the recreational marine industry.
- b) **NO SUBLETTING:** Applicant agrees not to lease or sublease any portion of the assigned space to another individual or company with or without consideration.
- c) **NOT ANCILLARY:** Applicant agrees not to allow use of any portion of the assigned space for another individual or company that is auxiliary to, related to or secondary to the applicant.
- d) **SUBTERFUGE:** Applicant agrees not to intentionally misrepresent the true nature of the use of any portion of the assigned space.

PRIZE/RAFFLE BOXES NOT DIRECTLY AFFILIATED WITH AN EXHIBITOR WILL BE CONSIDERED A “SUBLET OF SPACE” AND REMOVED IMMEDIATELY. ALL PRIZE/RAFFLE BOXES MUST BE PRE-APPROVED BY THE BOAT SHOW DIRECTOR OR DESIGNEE.

2. BOATS ON DISPLAY: Both new and brokerage boats will be displayed. Make Model and Year of manufacture will be included on the boat list.

3. ACCESS TO BOATS: Exhibitors shall provide a safe access from dock to boats. If access is constructed, the construction shall be safe and constructed in a professional manner. Steps shall extend no more than three (3) feet onto the dock. Float height is 16”-20” off the water.

4. DEMONSTRATIONS: Demonstration or movement of boats is only permitted during the Show if preapproved for sea trials from show management. No running of boat engines is permitted during the hours the Show is open to the public unless preapproved for sea trials. Accessory exhibitors who demonstrate their products must organize the demonstration areas within the exhibitor's space so as not to interfere with any aisle traffic. The demonstration table/area must be placed a minimum of two (2) feet from the aisle line.

5. SOUND: Exhibitors are asked to monitor their own booths to be sure the noise levels from demonstrations or video systems are kept to a minimum and does not interfere with others. The use of sound systems or equipment producing sound is an exception to the rule, not a right. The Anacortes Boat Show Committee or its designee reserves the right to determine at what point the sound interferes with others and must be discontinued. Video equipment must be placed a minimum of two (2) feet from the aisle line.

6. FENDERS AND LINES: Stern-loading requires an additional amount of line and fenders. Please come to the show prepared with at least six (6) large fenders per boat.

7. STAYING ABOARD OVERNIGHT: Exhibitors may stay aboard their boat at night. You must make arrangements in advance at the Boat Show Office. A list of exhibitors staying aboard will be given to Security Officers. If your name is not on the list, you will be asked to leave. Proper identification (driver's license) will be required.

8. Exhibitors are NOT permitted to screw into the docks for any reason. No exceptions. Display materials and signage must be free standing or secured using temporary fasteners such as cable ties, bungies, clamps, nylon rope, etc. Exhibitors will be held accountable for any violations or damage to the Cap Sante Marina docks.

III. DISPLAYS

1. TENT BOOTH SPECIFICATIONS: Each booth will be at least 10' wide by 10' deep. Tent displays come with one (1) 500-watt standard electrical outlet.

Additional booth décor can be rented from Pacific Party Canopy. (Order form included)

2. PLAZA DISPLAYS:

Pop-up 10x10 tent are not permitted, but professionally installed tenting is permitted.

Additional booth décor can be rented from Pacific Party Canopy. (Order form included)

3. MARINE-ORIENTED PRODUCTS ONLY: The Anacortes Boat & Yacht Show is proud of the fact that it is purely marine in nature. In order to maintain this characteristic, the Anacortes Boat Show Committee has established a policy that marine-oriented products only can be displayed. This means that such items as campers, snow equipment, snowmobiles, real estate (other than marine oriented projects), and time-share vacations will not be permitted in the show without the approval of the Boat Show Committee or its designee. Displays must have ample orientation (pictures, brochures, samples, etc.) showing application to the recreational marine industry.

4. CHARACTER OF EXHIBITS: Only products of the assigned exhibitor may be exhibited within the assigned space.

5. GUIDELINES FOR DISPLAY

A. All Displays

Each exhibitor is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. Each exhibitor is also entitled to use as much of the total floor space as possible as long as such use does not interfere with the rights of other exhibitors. In the event of a dispute, the NMTA Anacortes Boat Show Committee or its designee will determine whether or not an obstruction exists. Consideration will be given but not limited to the following factors: 1) Size

of aisle frontage 2) Type of partition or display, i.e. solid wall vs. see-through. The decision of the NMTA Anacortes Boat Show Committee or its designee will be final.

B. Accessory Tent Displays

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3". Intent: If a portion of an exhibit booth extends above 8'3" high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

Depth: All display fixtures over 4'0" in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 4'0" from the aisle line. Intent: Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space – 30 lineal feet or more – should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" and within 10 lineal feet of a neighboring exhibit is intended to accomplish both these aims.

6. SIGNS: NMTA has no interest in the prices at which the exhibitors are willing to sell their products but is interested in maintaining a high standard in displays and presentations.

7. MUSIC: A video with background music may be played in Applicants exhibit provided Applicant has first secured a license covering "public performance rights" or "all rights" to play the music contained in said video and has executed a Hold Harmless and Agreement Re: Use of Music at Boat Show Exhibit. Said Agreement must be delivered to NMTA prior to the opening of the show. A Hold Harmless Agreement Form is included at the end of this handbook.

8. FOOD AND BEVERAGES: No refreshments, food or alcoholic beverages shall be made available to the public (except by designated vendors) or consumed on boats or piers during the hours the show is open to the public.

9. DISTRIBUTION OF LITERATURE AND GIVEAWAYS: No person or firm will be allowed to distribute literature or merchandise outside of their own exhibit area. Persons or firms not exhibiting in the boat show will not be allowed to distribute any literature or merchandise without the written consent of the NMTA, the Anacortes Boat Show Committee or its designee.

10. INSURANCE ENDORSEMENT: Applicant shall maintain forms of insurance coverage described in (a), (b), and (c) of this section and shall name as "Additional Insureds" for such policies: 1) Northwest Marine Trade Association, 2) Anacortes Chamber of Commerce, and 3) Port of Anacortes 4) Active Interest Media. Applicant shall maintain all risk property insurance covering Applicant's own property and property of others in the Applicant's care, custody, or control. Applicant agrees to waive subrogation against the Additional Insureds and their employees for loss of or damage to Applicant's property and property of others in Applicant's care, custody, or control. Applicant's insurance shall be endorsed to make Applicant's insurance primary and non-contributory in any and all claims to any insurance Additional Insureds may carry. The policies shall be endorsed with a waiver of subrogation or waiver of the transfer of the rights of recovery in favor of Additional Insureds. Certificates of Insurance must be furnished to the Show Sponsors (defined as Northwest Marine Trade Association and Anacortes Chamber of Commerce), prior to move in, including a copy of the Additional Insured endorsement and other endorsements that validate the coverage requirements of this section.

(a) Required of all Applicants. Commercial general liability insurance coverage for bodily injury, personal injury and property damage, including contractual liability, in the minimum amounts of \$1,000,000 per occurrence and \$1,000,000 in the aggregate where aggregate limits apply.

(b) Required for in-water vessels. If Applicant will have a vessel docked or moored in water at the Anacortes Boat and Yacht Show, Applicant shall maintain Protection and Indemnity insurance coverage for third party property damage and bodily injury with limits of at least \$1,000,000 per occurrence. This shall include vessel pollution liability, if not already included in the standard vessel owner's liability policy.

(c) Required for motor vehicles. If Applicant will bring a licensed auto vehicle onto premises leased by Show Sponsors, (whether owned, leased or hired by Applicant) Applicant shall maintain auto liability insurance coverage for bodily injury and property damage arising out of vehicle operations on or about the premises and appurtenant areas with a single limit of at least \$1,000,000 per occurrence.

11. MOVE-IN: Exhibitors will be notified of their specific move-in time no later than May 10, 2024. Please be staged and ready at your appointed time or risk not being placed where you were assigned. Boats arriving at Cap Sante Marina prior to Monday, May 17 will be responsible for all guest moorage fees. The general move-in schedule is listed below:

In-Water Boat Displays

Tuesday, May 14 – Wednesday, May 15

Shoreside/Boat Displays

Tuesday, May 14 - Wednesday May 15

Accessory Displays

Tuesday, May 14 and Wednesday May 15

Show Office Hours

Monday, May 13: Closed

Tuesday & Wednesday, May 14 & 15: *9 am – 5 pm*

Thursday, May 16- Saturday, May 18: *9 am – 6 pm*

12. MOVE-OUT:

In-Water Boat Displays

Saturday, May 18 after 6:00 p.m. – some boats

Sunday, May 19 – all boats by 5 pm

Shoreside / Boat Displays

Saturday, May 18 after 6:00 p.m.

Sunday, May 19 – all boats by 5 pm

Accessory/Tent Displays

Saturday, May 18 after 6:00 p.m. – all displays

13. BUSINESS LICENSES:

Washington State Department of Revenue

Effective July, 1 2003 **ALL** Seattle Boat Show exhibitors **MUST** have an open tax registration number with the Washington State Department of Revenue. Exhibitors not registered with the Department of Revenue **CANNOT** participate in the show. Contact the Department of Revenue at 1-866-248-1287 # 7 or 1-800-647-7706 to get your **free** tax number (UBI #) and remittance form.

Exhibitors selling retail must collect and remit the appropriate Washington State retail sales tax. If your business is not required to collect Washington State retail sales tax, you may be required to remit Business & Occupation tax. The state B&O tax is a gross receipts tax calculated on the wholesale selling price. It is measured on the value of products, gross proceeds of sale, or gross income of the business. Washington, unlike many other states, does **not** have an income tax.

If you attend events on a continuing basis in Washington State, you are responsible to call and open your UBI number for each show you attend. You can do this online at: <https://dor.wa.gov/forms/temporary-registration-certificate> or by calling toll free 1-800-647-7706. Please copy the enclosed Registration (UBI) number and provide it to the promoter or coordinator at all future events in Washington State.

Washington State Department of Licensing

For information regarding a vessel Dealer license, contact Dealer/Manufacturer Services, 1125 Washington St. SE, Olympia, WA 98507, telephone number 360-664-6466.

14. SECURITY: It is recommended that exhibitors take precautions such as placing covers over displays when leaving for the evening, locking boats and keeping expensive items out of eyesight to prevent any possible losses.

15. EXHIBITOR BADGES: All employees actively working at any exhibitor's display at the show must have their own badge during the show and will need a badge to enter the tent and walk the docks. **Badges will be personalized with name and company.** Please fill out the order form by May 6. Forms received after May 6 may not be processed.

16. EXHIBITOR GUEST TICKETS: Guest Tickets will be available for the private use of the exhibitors. These are the General Admission tickets available to exhibitors only at the discounted price of \$6.00 each.

Please note every company will receive 10 Complementary Tickets upon check-in at the show office.

Tickets may be purchased by completing and returning the order form at the end of this handbook. **ALL TICKETS ARE NON-REFUNDABLE AND MUST BE PAID FOR WHEN PURCHASED.**

HOLD HARMLESS AGREEMENT AND AGREEMENT REGARDING USE OF MUSIC AT BOAT SHOW EXHIBITS

The undersigned exhibitor, exhibiting at the 2024 Anacortes Boat & Yacht Show, agrees to hold NMTA, its employees, officers, Board of Trustees, agents, committee members and volunteers, harmless from all defense costs, attorney fees and other expenses, including all damage awards in favor of BMI, ASCAP and/or any composer or their representative, arising from copyright infringement claims as a result of the undersigned's use of videos containing music at the undersigned exhibit.

The undersigned exhibitor intends to use at its exhibit the following named videos:

- 1.
- 2.
- 3.

The undersigned exhibitor warrants that it has a license covering "public performance rights" or "all rights" to play the music contained in the aforesaid videos at its exhibit, *a copy of which license and song list is attached hereto and has been furnished to NMTA.*

The undersigned exhibitor further acknowledges and agrees that it will not play said video/s in the event ASCAP, BMI or any composer express any objection.

Name: _____ Company Name: _____

Signature: _____ Date: _____

FORMS MUST BE RECEIVED BY May 6, 2024!



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GUEST TICKETS

Guest Tickets are \$6 each and are available only to Anacortes Boat & Yacht Show exhibitors. Use Guest Tickets to invite your key customers to the Boat Show. All Guest tickets are non-refundable.

***Please note every company will receive 10 Complimentary Tickets upon check-in at the show office.**

GUEST TICKET ORDER FORM

I would like to order _____ **Guest Tickets** at \$6.00 each for a total of \$_____.

All guest tickets must be prepaid. I would like to pay with the following:

☐ Check enclosed ☐ Visa ☐ MasterCard (*Sorry, No AMEX*)

Card #: _____ Exp. Date: _____

CVC Code _____ Billing address: _____

City: _____ State: _____ Zip: _____

AUTHORIZED Name on Credit Card Company Name

Email for Receipt: _____

Guest Tickets are available for pick up at the Boat Show Office during Show Office Hours. If you would like to pick up the tickets before May 13 contact NMTA Staff at 206-634-0911 to arrange pick up at our Seattle office.

GUEST TICKET

Name: _____

Company: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____



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EXHIBITOR BADGE ORDER FORM

All employees actively working at any exhibitor's display at the show must have their own badge during the show and will need a badge to enter the tent area and walk the docks. **Exhibitor Badges will be personalized with name and company.** To ensure your badges are printed and ready for the show please return your list of employees by **May 6, 2024**.

Please list employees who will be actively working at the 2024 Anacortes Boat & Yacht Show and email to katieg@nmta.net

COMPANY NAME: _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

EMAIL: katieg@nmta.net

ORDERS MUST BE RECEIVED BY May 6, 2024!



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ELECTRICAL ORDER FORM

30 AMP and 50 AMP Power is available. Plug adapters may be needed. Please take care to ensure that your power needs do not exceed what is available. Be prepared to share the available power with your neighbor(s).

Name: _____

Company: _____

I would like to pay with the following:

☐ Visa ☐ MasterCard (Sorry, No AMEX)

Name on Card: _____

Card #: _____

Exp. Date: _____ Code: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Email address for receipt: _____

Electrical Power Needed:

30 AMP (\$50 each) _____
count

50 AMP (\$75 each) _____
count

Submit Order Form: Attn Joan via Fax: 206.632.0078 Email: joan@nmta.net

Mail: NMTA, 1900 N. Northlake Way, # 233, Seattle, WA 98103