

PORT CREDIT in-water BOAT SHOW

Exhibitor Package

August 25-27, 2017



Welcome

27th Annual In Water Boat Show

Enclosed is the exhibitor package for this year's Port Credit In Water Boat Show. It includes your **Exhibitor Contract, Rules and Regulations, Move In-Out**, and the **Marina Lease Agreement** which must be signed before you can exhibit at the show. The show management also requires a **certificate of insurance** which is explained in the rules and regulations – item #3.

Outstanding fees must be paid by Visa, Mastercard, cheque or cash made out to Port Credit In Water Boat Show and dropped off or couriered to : Port Credit In Water Boat Show, 1 Port Street East, Mississauga, ON L5G 4N1.

We require this paperwork along with any **outstanding fees before July 15, 2017**. The paperwork can be faxed to 905-274-1029 or emailed to pcboatshow@gmail.com

Please take a moment to carefully read the rules and regulations. You will find that most of your questions regarding the show are addressed in that document. Guest passes are available for ½ price in 10 packs which equals \$50 HST included.

As a reminder – slip rental is for one boat only. You must be approved to raft within 2 docks or have an additional boat in a well, and there is a charge of \$300 for that extra boat.

If at any time you have questions or concerns, please do not hesitate to contact us.

We're looking forward to a great show! Be sure to check our website, Facebook Page and Twitter feed for show updates.

Move In Move Out

SHOW INFORMATION

CONTACT INFORMATION:

Tracy Parsons 289-297-7935 pcboatshow@gmail.com
Port Credit Harbour Marina Tel 905-274-1595
Fax: 905-274-1029

SHOW DATES & HOURS:

Friday, August 26 10:00 AM - 7:00 PM
Saturday, August 27 10:00 AM - 6:00 PM
Sunday, August 28 10:00 AM - 5:00 PM

MOVE-IN:

Land & Tent: Thursday, August 24th 2:00PM-5:00 PM
Friday, August 25th starting at 7:00 AM

Please note that the gates are set up late Thursday night restricting access to the tents. If you need drive-in access to the tents, please arrive on Thursday between 2:00pm & 5:00pm.

Docks: Wednesday, August 23 starting at noon
Thursday August 24 until 9:00PM

Please carefully read Rule #30. Once the link is placed between Q&R dock, there is no in-water access to the docks on west side of Q and east side of R.

R dock is 50amps/250 volt (4 wire), please bring an adaptor to plug in.

★Land/tent power is limited and shared, please bring an extension cord and power bar

★Please do not park inside the show area. Drop and move vehicle for others to get in.

★You cannot move in unless we have your insurance forms completed (PCHM residents are already on file)

MOVE-OUT:

Land & Tent: Sunday August 27 – after 5:00 PM
Docks: UNTIL Tuesday August 29 – before 6:00 PM

Please carefully read Rule #18

Tips For A Successful Show!

- Do not store products in 'empty crates' or cartons. Bring plastic sealed containers for storage.
- Be sure your displays are well covered overnight. Please have on hand cloths and paper towels for morning moisture.
- Do not leave briefcases, calculators, cameras, VCR's, tape recorders, unattended in booths or boats.
- During move-out have an employee remain with the exhibit until all products have been repacked.
- Report any damaged or lost items to the office IMMEDIATELY.
- It is strongly recommended that outboard motors, electronic instruments and other items which are susceptible to theft be removed from vessels. The Port Credit In Water Boat Show and the Marina are not responsible for personal property left on the vessels.

Rules and Regulations

Please carefully review the rules and regulations of the show.

1. PAYMENT OF ACCOUNT AND DEPOSIT

Your deposit of \$100.00 (per space) reserves your space until July 15, 2017. Full and final payment of exhibit space must be made **prior** to July 15, 2017. If a participant does not meet its financial obligations, the organizers will be entitled not to proceed with the allocation of space or not to make space available, without prejudice to the organizer's claim for full payments of amounts due.

In the event of a cancellation, your deposit will be refunded subject to a \$100.00 administration charge provided the Port Credit In Water Boat Show receives **WRITTEN NOTICE** of cancellation prior to or on July 15, 2017.

2. ALLOCATION OF SLIPS

Allocation of slips will be done on a "first come", "first served" basis. Please be advised that if payment is not made in full on or before July 15, 2017 you will not be guaranteed a slip for the show and will be subject to cancellation by the office without a refund of your deposit. Slip allocation is at the sole discretion of the Marina and may be subject to change without notice.

Please be advised that under no circumstances will a Broker or Exhibitor be allowed to show a boat in the water unless that boat is on a specific BOAT SHOW DOCK. Any violation of this and the Broker or Exhibitor will be asked to leave without a refund.

Leasing of dock space is strictly one boat per slip. In the event that an Exhibitor is leasing more than one dock space, the show management will endeavour as much as possible to place these boats side by each for easy exhibiting.

3. INSURANCE

The Port Credit In Water Boat Show requires insurance to be placed naming the Port Credit Harbour Marina and Bristol Marine Ltd. as an additional insured on your liability insurance coverage (minimum \$2,000,000). The Port Credit Harbour Marina will not be responsible for the loss or damage to any property of the Exhibitor before, during or after the show, including theft. We recommend that you contact your insurance company and secure for a nominal fee, an all risk

rider for merchandise and equipment from the point of shipment to the return to that point.

4. MARINA LEASE AGREEMENT

ALL EXHIBITORS BRINGING BOATS OR VEHICLES INTO THE CONFINES OF THE PORT CREDIT HARBOUR MARINA MUST FILL OUT A MARINA LEASE AGREEMENT WITH THE MARINA OFFICE and pay for all charges in advance. If a boat or vehicle does not have a Marina Lease Agreement signed by an Exhibitor, it will not be allowed entry. Absolutely no boats will be allowed entry without prior written approval from the Marina.

5. SECURITY

The Port Credit Harbour Marina has 24hr. security guards seven days a week for the Marina Facility only. They do not provide any security for the Exhibitors. Exhibitors must consider and plan for their own specific security needs. There is additional in-show area security Thursday, Friday and Saturday OVERNIGHT. Still pack away valuables diligently as we are **not** responsible for theft or damage.

6. STAFFING OF EXHIBITS

Exhibitors are required to maintain staff in their exhibits at ALL times during the hours of the show (no early exits). The buying public is on the floor until the last minute of the show and expect Exhibitors to be present. Security is an added problem when exhibits are not manned.

7. SUBLET

No Exhibitor may sublet any portion of his allocated exhibit space to another supplier or dealer without the express written consent of the Port Credit In Water Boat Show.

8. PROJECTION AND SOUND EQUIPMENT

Audio Visual equipment must be kept at sound levels which do not interfere with other exhibitors.

9. SIGNS

The placement and installation of signs must be approved in writing by the Port Credit In Water Boat Show. Hand drawn signs are not permitted. All signs must

be professionally produced. Exhibitors are permitted to display signs representing their products only in those areas for which they have contracted space.

10. EXHIBITOR GIVEAWAYS, DRAWS, PROMOTIONS, CONTESTS

Exhibitors are encouraged to offer promotional prizes as a means to encourage sales of displayed products or services. Programs of this nature must be "free entry" or offered as "added value" in conjunction with an immediate product or service purchase.

Raffles and contests which require "payment to win" or for "fund raising" purposes are not permitted without the express written permission of the Port Credit In Water Boat Show.

11. CLEANING

The Port Credit Harbour Marina will not allow anyone (including contractors) to clean boats during show hours. This may be done before or after show hours.

12. OBSTRUCTION

No signs, walls 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 material may not extend into the aisles or adjoining space.

13. STACKING

Boats may not be stacked, nested, stood erect or on end without prior office approval.

14. CRADLES

Boats may be exhibited on trailers, cradles, jacks, dollies, wood or Styrofoam blocks or cradles with wheels, with advance office approval. Cinder blocks or any other modular blocking will **NOT** be allowed.

15. CARE OF PROPERTY

No damage of any nature may be done to booth structures or to any part of the Port Credit Harbour Marina property. Exhibitors will be held responsible for damages.

16. FIRE PROOFING

All Exhibitors are strongly advised to have a minimum of one hand held fire extinguisher in their exhibit. All boats must comply with Canadian Coast Guard Safety Standards.

17. MATERIALS HANDLING

All Exhibitors must have their own cradles, dollies, trailers or mounting blocks. Please ensure the safety and weight capacity of all equipment before arriving at the show.

There is a fee for travel lift / forklift services. Ensure that you schedule your lift in advance. Lifts in and out of the water for boats in the show are \$180.00 plus HST. Forklift services are \$120.00 per hour plus HST (minimum ½ hour).

Exhibitors bringing boats in strictly for land storage must comply with the materials handling guidelines and as well pay the Boat Show rate of \$50.00 per day plus HST.

18. EXHIBIT REMOVAL

ALL IN WATER BOATS MUST BE REMOVED BY Tuesday, August 29, 2017. If this rule is not adhered to, the boat or boats will be subject to removal by the Port Credit Harbour Marina at the exhibitor's expense and while in the water a \$50.00 plus HST daily rate for docking will apply for each holdover day.

The tent will be removed 9:00AM Monday August 28, 2017. Please ensure that you have removed all your belongings Sunday, August 27, 2017 AFTER 5:00 PM.

19. RIGHT TO DECLINE

The office reserves the right to decline or prohibit any activity, exhibit or component which, in its sole opinion, is not suitable for the show. This reservation concerns persons, objects, decorations, conduct, printed matter, advertising, souvenirs, catalogues and all other items which affect the character of the show.

20. CATALOGUES

Exhibitors have the right to distribute their catalogues and other printed matter (only information related to items displayed) and only within their space(s).

21. ALCOHOLIC BEVERAGES

No alcoholic beverages will be served or allowed outside designated areas set out by the office.

22. DOCK DRESSING

On docks, Exhibitors who occupy both sides of the well may dress that area with carpet, banners, etc. A banner across the dock will not be allowed if there are other exhibits beyond it. Carpets and banners must be removed immediately after the show ends by the Exhibitor and the dock area returned to its original state.

23. RAFTING

Exhibitors can have up to 3 boats in a well (between 2 fingers). The boats must have easy stern access either accessing the main dock or the side finger. An additional fee of \$300 plus HST will be levied for the extra boat(s). Rafting boats is not allowed outside of these parameters.

24. LINES

Boats shall be secured to the assigned berths or moorings with fully adequate lines, springs or chains as appropriate. If required, Port Credit Harbour Marina Staff may ask Exhibitors to renew chafed, frayed or damaged lines, or may replace dangerous lines for the Exhibitor's account as necessary. Exhibitors should use sufficiently heavy weight braided nylon. Every boat should have a bow and stern line and at least one spring line.

25. SPEED LIMIT

Within the confines of the Port Credit Harbour Marina the speed limit is 4 knots.

26. POWER

Boats are required to enter and leave the jetty service areas, berths and moorings under engine power or paddle. Arrival and departure under sail alone in the confines of the Port Credit Harbour Marina is prohibited.

27. REPAIR

Painting, scraping or repairing of gear will not be allowed on the docks or piers.

28. DISPOSAL

Refuse is to be placed in the containers provided. Garbage left around or under vessels will be cleaned up at the Exhibitor's expense. Absolutely no containers of oil or gas are to be placed in garbage bins.

29. SWIMMING & FISHING

Swimming and fishing are strictly prohibited within the confines of the Port Credit Harbour Marina.

30. MOVING BOATS

Once the connection is made between Q & R docks, there is no tying to this connect link. This connection also prohibits any boats with slips on the west side of Q Dock and the east side of R dock from moving in or out from Friday, August 25, 2017 at 8:00AM to Monday, August 28, 2017 at 9:00AM. Every effort will be made to remove the connect link by Sunday, August 27, 2017 by 6:00PM – weather permitting.

Once the connect link is in place, there will be no refunds for boats who are not in their allocated space, nor can the connect link be re-opened.

31. DOCKS OUTSIDE OF BOAT SHOW

Any Exhibitor in the Show that rents, leases or otherwise uses docks in the Marina or elsewhere (including off-site) that are not sanctioned as Boat Show docks will lose their Boat Show privileges.

32. PORT CREDIT HARBOUR MARINA TENANTS

Tenants of the Port Credit Harbour Marina that are participating in the Port Credit In Water Boat Show are to have all displays outside their premises approved in writing by the Port Credit Harbour Marina.