



National Capital Boat Show

March 10 - 12, 2017

**Dulles Expo Center
Chantilly, VA**

**EXHIBITOR
KIT**



Exhibitor Fast Facts

Below are the answers to a few "frequently asked questions:"

When is final payment due for exhibit space?

Final payment is due 60 days prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall – **NO EXCEPTIONS.**

Show Location: Dulles Expo Center
4320 Chantilly Shopping Center
Chantilly, VA 20151

Show hours: Friday: Noon - 8pm
Saturday: 10am - 7pm
Sunday: 11am - 5 pm

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Is there free parking?

Yes – parking is free.

Does Show Management handle electric?

No. All arrangements must be made directly through the venue. Forms are available online at <https://www.dullesexpo.com/v/exhibitorinfo/index.htm> or ksink@dullesexpo.com.

What comes with my exhibit space?

Each space is designated with pipe/drape (4' high side rails, 8' high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

Can I bring my own tables and chairs?

Yes. No additional charge will apply.

Do I need to present my Punch Card for the duration of the show?

Yes. Each exhibitor **MUST** present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show.



EXHIBITORS' TIMELINE

- January 9** Final balance due for exhibit space

- February 17** Exhibitor Admission Form for additional Punch Cards due.

- February 20** Electrical service orders due to Dulles Expo Center. **You must order electrical services online to receive the discounted price.**
<https://www.dullesexpo.com/v/exhibitorinfo/index.htm>

- February 26** Exhibitor services order must be placed with Hale Expo Services (show decorator) to received discount prices

- February 23** Cutoff for discount room reservations at Holiday Inn - Select

- March 10** Show opens at Noon

- March 12 & 13** Move-out Sunday from 5pm to 8pm and Monday 8am to 11am
All move-out must be completed by 11am Monday!

Reminder: If you broker boats or sell any type of watercraft you MUST be licensed by the Virginia Department of Game and Inland Fisheries.

All dealers must have their temporary supplemental license from the Department of Game and Inland Fisheries posted during the show. Everyone working the display should have a salesman's license ready to show if necessary. Please make sure these items are taken care of well in advance to avoid any problems.

For Dealer/Bulk questions Contact:

Dave Body 804-337-6479 or Dave.body@goodsam.com

For Booth questions Contact:

Marybeth Tedesco 804-337-8463 or Mary.tedesco@goodsam.com



BOOTH MOVE IN: Booth exhibitors can move in is from noon – 6pm on Thursday March 9 and from 8am – to 10am on Friday March 10. All displays must be set up by 10:00 Friday. **ALL ITEMS MUST BE HAND CARRIED FRIDAY MORNING. No driving into the building is allowed Friday morning.**

DEALER MOVE-IN: Dealers can stage units only in the parking lot directly in front of the South Hall at the Dulles Expo Center. Staging can begin at **7pm Sunday, March 5. Do not stage boats before this time as they will be towed without exception.** Staging your units in advance will allow you to move all boats in during your designated move-in time. **YOUR INDIVIDUAL MOVE-IN TIME WILL BE FAXED TO YOU!**

MOVE-OUT: Sunday, March 12 from **5pm to 8pm** and Monday, March 13 from **8am to 11am. ALL MOVE-OUT MUST BE COMPLETED BY 11am ON MONDAY, MARCH 13.**

INSURANCE: Update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and Dulles Expo Center **WILL NOT BE** responsible for loss or damage of any property. Fax required Certificate of Insurance to 270-438-4723 by **February 17, 2017.**

PUNCH CARDS: Please see the “Exhibitor Admission Form” for the amount of allocated Exhibitor Punch Cards. Punch cards are issued at the show. These are used for exhibitors to gain admission to the show, but are not needed for set-up. **Because we use punch cards in lieu of name badges, we suggest you wear your company name badge at the show.**

LODGING: A special room rate of \$84+tax single/double is available at the Holiday Inn-Select - located at 4335 Chantilly Shopping Center. To receive this rate, call the hotel at 888-269-9583 and refer to **Code DFJ. Reservations must be made by February 23 to qualify for the special rate.** Discount rates are based on availability.

ELECTRIC SERVICE: If any electrical outlets are needed, service is provided by the Dulles Expo Center. To receive the reduced rate, you **MUST ORDER ONLINE** at <https://www.dullesexpo.com/v/exhibitorinfo/index.htm>. If you do not order online, there is **NO** discount. **Please note that charges are made per 1000 watts.** One outlet may be sufficient for all your needs and can accommodate several plugs if you bring three-wire extension cords and plug strips. **To receive the advance order price, the Dulles Expo Center must receive your electrical order by February 20.**

INTERNET SERVICE: In appreciation of your continued support of the National Capital Boat Show, we are pleased to provide **FREE** internet service for the 2017 show. **To take advantage of this, simply ask for an access code when you get to the show. Please note - one access code is provided per company.**

EQUIPMENT RENTALS: Hale Expo Services is the official supplier of draped and undraped tables, carpet, additional backdrops, etc. Each booth is supplied with an 8 foot fabric backdrop and 4’ foot side rails at no charge. If you need to order any supplies, you must return the order form and payment to Hale by **February 21** for advance discount prices. Hales’ phone number is 716-896-6170 or 800-333-4253.

PARKING: There is no charge for parking.

FOOD SERVICE: The concessionaire at the Dulles Expo Center has **EXCLUSIVE** rights to sell any food consumed in the building. No food or beverages can be carried into the building.

GENERAL EXHIBIT GUIDELINES: All decorative material is to be flame retardant in a manner satisfactory to the Fire Marshal. The Fire Marshal will inspect all exhibits prior to and during the show. Gasoline caps on all vehicles must be locked or sealed and batteries disconnected. **Fuel tanks must be filled to no more than 1/8 capacity.** No engine can be run during the show. All LP gas tanks must be removed from boats or other vehicles. Only tanks that have never contained any amount of LP gas will be allowed. Any built-in tanks that cannot be removed must be empty. These will be inspected by the Fire Marshal.

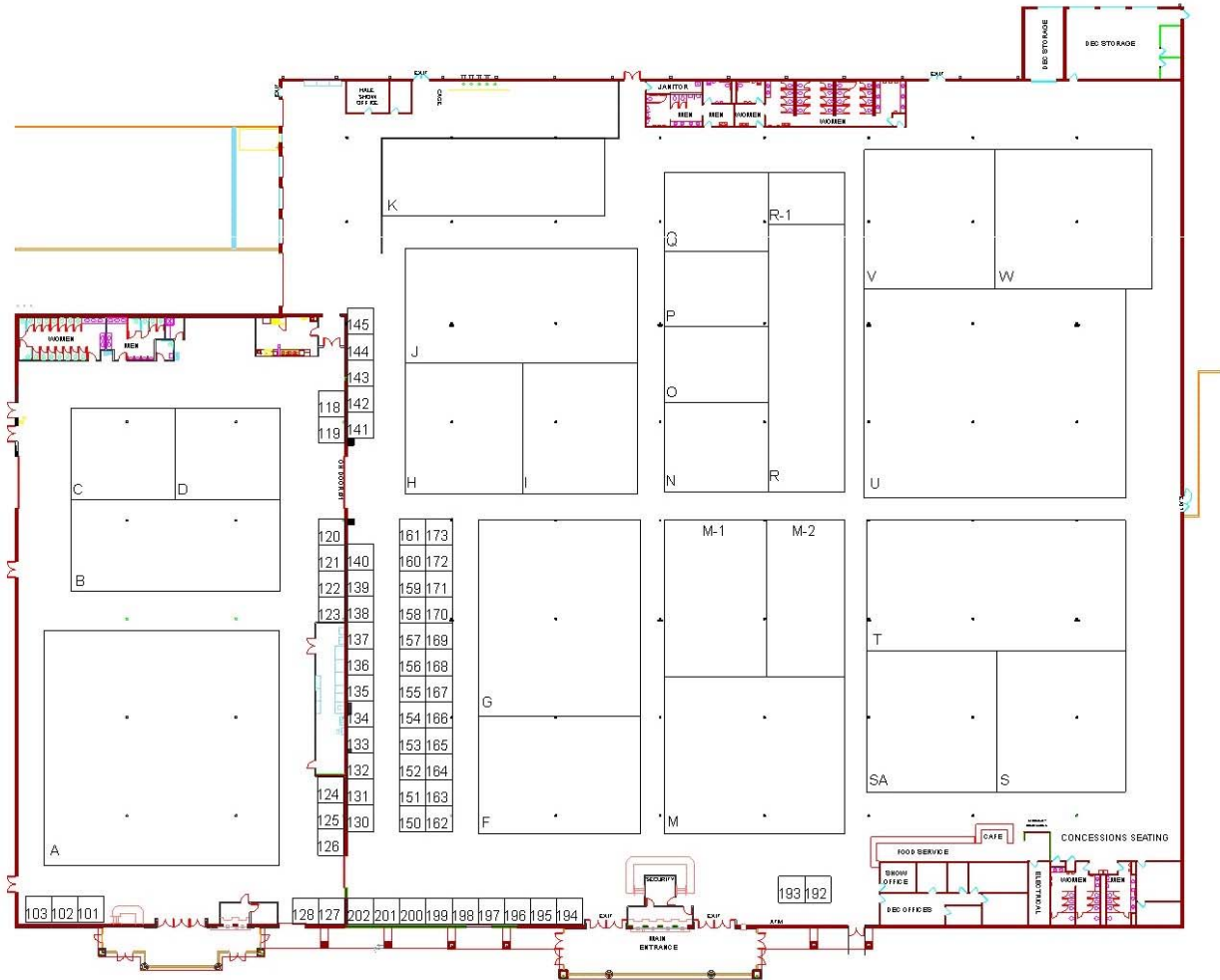
SHOW QUESTIONS CONTACT: Dave Body at 804-337-6479 or dave.body@goodsam.com or Marybeth Tedesco at 804-337-8463 or mary.tedesco@goodsam.com



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Dulles Expo Center Chantilly, VA





Exhibitor Admission Form

In order to expedite admission to the show for exhibitors, we will use PUNCH CARDS.

Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive an additional 2 cards (see breakout below):

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you can buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours.
- 4) Exhibitors **must** sign their Punch Cards. Cards cannot be transferred to others. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch Cards are punched *one time only each day* at the show entrance. If an exhibitor comes to the show without the punch card, they can either purchase another card or buy a one-day discount ticket to the show. **Cards are non-transferrable.**

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

Visa MasterCard Discover American Express

Credit Card #: _____ Exp. Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. To purchase additional Punch Cards, please fax this form to 270-438-4723 no later than **February 17, 2017**.

All exhibitors must submit a current Certificate of Insurance (sample below)

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

Phone: _____

Insured: _____

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICIES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____				COMBINED SINGLE LIMIT \$ BODILY INJURY - PER PERSON \$ BODILY INJURY - PER ACCOUNT \$ PROPERTY DAMAGE \$	
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE \$ AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY EACH ACCIDENT \$ DISEASE POLICY LIMIT \$ DISEASE - EACH EMPLOYEE \$	STATUTORY
	OTHER					

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

SHOW NAME & DATES INCLUDING MOVE-IN AND MOVE-OUT
SHOW LOCATION

- Contractual Liability covers all written and oral contracts between the insured and the City of Minneapolis
- The General Liability and Excess Liability policies name the City of Minneapolis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured(s) and the City of Minneapolis

CERTIFICATE HOLDER

SHOW VENUE NAME & GS MEDIA & EVENTS
 250 Parkway Drive, Suite 270
 Lincolnshire, IL 60069

- Certificate For:
- Contract Number:
- License Type:
- Purchase Order Number:
- Official Publication Number:
- Lease:

City Department/Division For Which Goods or Services Provided _____

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____