

2021



EXHIBITOR HANDBOOK

TABLE OF CONTENTS

I.	GENERAL SHOW INFORMATION.....	3
II.	COVID-19 SAFETY RESTRICTIONS	4
	Social Distancing	
	Face Masks	
	Symptoms	
	Hand Sanitizer	
	Cleaning and Disinfection	
	Touchless Alternatives	
III.	RULES & GUIDELINES.....	4 - 7
	Marine-Oriented Products	
	Sublet & Combined Exhibits	
	Boats on Display	
	Access to Boats	
	Demonstrations	
	Sound	
	Fenders and Lines	
	Power to Boats	
	Staying Aboard Overnight	
	Signs: Exhibitor Identification and Pricing	
	Music	
	Food & Beverage	
	Distribution of Literature & Giveaways	
	Insurance Endorsement	
	Move-In	
	Move-Out	
	Business License	
III.	MUSIC HOLD HARMLESS AGREEMENT	8
V.	ELECTRICAL ORDER FORM	9

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

I. GENERAL SHOW INFORMATION

LOCATION

C-Dock (only)
Cap Sante Marina, Anacortes, WA

OPEN HOUSE DATES

May 21 (Friday) –
May 22 (Saturday), 2021

OPEN HOUSE HOURS

10 a.m. – 6 p.m. Daily

TICKET INFORMATION

No Admission

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: Stephanie Hamilton
Email: shamilton@anacortes.org

II. COVID-19 SAFETY PROTOCOL

1. SOCIAL DISTANCING:

- a) Boats shall be displayed one per slip unless the total square footage (length x beam) of both boats sums to less than 550sf.
 - b) Only one couple or family group shall be aboard a boat at one time.
2. **CAPACITY** of C-dock shall be monitored and limited by the State of Washington's outdoor capacity requirements at the time of the spring sale.
 3. **FACE MASKS:** Masks or Face Coverings are required for everyone ages 5 and over.
 4. **SYMPTOMS:** Any who may have been exposed to COVID-19 or experiencing fever, cough or other symptoms shall not attend the spring sale and are asked to stay home.
 5. **HAND SANITIZER:** Exhibitors shall supply hand sanitizer on their boats for their staff and attendees.
 6. **CLEANING & DISINFECTION:** Exhibitors shall disinfect high touchpoint surfaces frequently throughout the sale in their own displays.
 7. **TOUCHLESS ALTERNATIVES:** Exhibitors are asked to provide digital marketing materials and brochures instead of printed materials. Please limit /avoid handshakes and embraces.
 8. Guidelines for reopening are changing. NMTA will update Covid-19 Safety Protocol as necessary

III. 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 other exhibitors.

5. SOUND: Exhibitors are asked to monitor their own booths to be sure the noise levels from demonstrations or video systems is 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 ABAY Committee or its designee reserves the right to determine at what point the sound interferes with others and must be discontinued.

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, ect. Exhibitors will be held accountable for any violations or damage to the Cap Sante Marina docks.

9. 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.

10. MUSIC: A video with background music may be played in Applicant's 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.

11. 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.

12. 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.

13. 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. 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.

14. MOVE-IN:

Exhibitors will be notified of their specific move-in time no later than May 14, 2021. Boats arriving at Cap Sante Marina prior to Thursday, May 20 will be responsible for all guest moorage fees, subject to availability.

15. MOVE-OUT:

Before Sunday, May 23 at noon. Boats departing Cap Sante Marina after noon on Sunday, May 22 will be responsible for all guest moorage fees, subject to availability.

16. 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 at 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.

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

The undersigned exhibitor, exhibiting at the 2021 Anacortes Boat & Yacht Spring Sale, 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 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 14, 2021!
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30 AMP, 50AMP or 100AMP 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).

ELECTRICAL ORDER FORM

Name: _____

Company: _____

I would like to pay with the following:

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

Card #: _____ Exp. Date: _____ Code _____

AUTHORIZED Name on Credit Card

Company Name

Boat Make/Model	30AMP/ \$50 each	50AMP \$75 each	100AMP \$100 each
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

FAX TO NMTA AT: (206) 632-0078

Email: katiem@nmta.net

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