2020

CenturyLink Field Event Center

EXHIBITOR HANDBOOK

JANUARY 24 (Friday) – FEBRUARY 1 (Saturday), 2020
EXHIBITOR HANDBOOK

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The Seattle Boat Show Exhibitor Handbook is also available online at:
www.seattleboatshow.com/exhibit
GENERAL SHOW INFORMATION

LOCATIONS
CenturyLink Field Event Center
1000 Occidental Avenue South, Seattle, WA 98134

SHOW DATES
January 24 (Friday) – February 1 (Saturday), 2020

SHOW HOURS
CenturyLink Field Hours
Monday – Thursday: 11 am – 8 pm
Fridays: 11 am – 9 pm
Saturdays: 10 am – 8 pm
Sunday: 10 am – 6 pm

SHOW COLORS
Aisle Carpet: Red
Side & Back Drape: Blue

TICKET INFORMATION
Adults: $17
Multi-Day: $30
Kids 17 & Under: Free

SHOW MANAGEMENT
Northwest Marine Trade Association
1900 N. Northlake Way, Ste. #233, Seattle, WA 98103
Main Office: (206) 634-0911 Fax: (206) 632-0078
On Site: (206) 381-8000 (starting 1/21/2020)
Boat Show Director: Katie McPhail
Email: katiemc@nmta.net

DECORATOR
GES Global Experience Specialists
4060 Lind Avenue SW, Renton, WA 98057
(800) 475-2098 tel (866) 329-1437 fax
Online contact: www.ges.com/us/contact-us

BOAT HANDLING
Showboat Handlers, LLC
PO Box 31010, Seattle, WA 98103
(206) 618-7532 tel
Email: brian@showboatllc.com

ELECTRICAL SERVICE
EDLEN Electrical Exhibition Services
5931 4th Ave. So., Seattle, WA 98108
(206) 781-2411 tel (206) 781-2270 fax
Email: seattle@edlen.com

TELEPHONE & INTERNET SERVICE
CenturyLink Field Event Center – Stadium IT
1000 Occidental Ave S. Seattle, WA 98134
(206) 381-7669 tel (206) 381-7557 fax
Email: stadiumIT@seahawksoundersfc.com

ADVANCE SHIPPING ADDRESS
Company Name
May begin arriving 1/6/2020
Seattle Boat Show
Booth #
c/o GES
4060 Lind Avenue SW, Renton, WA 98057

DIRECT SHIPPING ADDRESS
Company Name
May begin arriving 1/21/2020
Seattle Boat Show
Booth #
c/o GES
CenturyLink Field Event Center

Seattle Boat Show 2020
BOAT SHOW RULES AND GUIDELINES

1. MARINE RELATED EXHIBIT & NO SUBLETTING OF EXHIBIT SPACE:
   a) MARINE- ORIENTED PRODUCTS ONLY: The NMTA 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 NMTA 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.
   e) PENALTY: Failure to comply with the use of space provisions (1 a-d) will result in the forfeiture of base allocation, space allocations, priority points and growth points.

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. CHARACTER OF EXHIBITS: Boat Display area must have at least seventy-five percent (75%) of the total exhibit space displaying boats only. The following are not classified as boats: water skis, sailboards and paddle boards.

Only products of the assigned exhibitor may be exhibited within the assigned space. Exceptions to this policy are: a relationship between a dealer and a manufacturer, a dealer and/or distributor and a manufacturer. Space allocated to an exhibitor has to be represented somewhere in the show without regard to assigned location as long as all exhibitors assigned space agree.

3. UTILIZATION OF SPACE: It is the goal of the Boat Show to maximize space to include the widest variety of products available. Exhibitors who are unable to meet this goal will be contacted by the Boat Show Committee and/or its designee on site and/or shortly after the show has concluded to discuss space utilization for the following year’s show. Continued inability to maximize use of space may result in a future reduction of space. The decision of the NMTA Boat Show Committee or designee will be final.

4. DOUBLE DECKING: No exhibitor will be allowed to utilize elevated decking for display of merchandise, boats, or office space where the public has access. Ramps or stairways for boarding boats are not subject to this rule.
5. **DEMONSTRATIONS:** 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.

6. **MICROPHONES & P.A. SYSTEMS:** No exhibitor will be allowed to use a microphone and/or P.A. system in their display area.

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

8. **MUSIC:** The playing of recorded music, radio and television at Applicant’s exhibit is prohibited. However, a video with background music may be played at Applicant’s exhibit provided Applicant has first secured a license covering “public performance rights” or “all rights” to play the music contained in the video and has executed a Hold Harmless Agreement and Agreement Regarding Use of Music at Boat Show Exhibits. Said agreement must be delivered to NMTA by January 3, 2020. A Hold Harmless Agreement Form is included at the end of this Handbook.

9. **GUIDELINES FOR DISPLAY**

   **A) Boat Display**
   Exhibitors are 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 the use does not interfere with the rights of other exhibitors. In the event of a dispute, the NMTA Boat Show Committee or its designee will determine whether or not an obstruction exists. Consideration will be given 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 Boat Show Committee or its designee is final.

   **B) Accessory Display**
   **Height:** Exhibit fixtures, components and identification signs will be permitted to a maximum height of 10’. Intent: If a portion of an exhibit booth extends above 10’ 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 5’0” 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.
C) Perimeter Wall Booth (Accessory)

**Height:** Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12’0” in perimeter-wall booths. **Intent:** Because the outer perimeter booths are not backed up against another exhibitor’s booth, display back walls and materials over 10’ will not interfere with or distract from any other exhibit booth.

**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 5’0” 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.

10. CURRENT MODELS ON DISPLAY: Only current model 2019 or 2020 boats as identified by hull serial numbers and readily available with published prices and brochures may be exhibited. Boats found in violation of this rule will be eliminated from the show at the Exhibitor’s expense.

A model is considered current if it meets the date requirements as stated above for the show (may be sold but not delivered) and has no name and no registration number on it. An exception to this rule, and at the discretion of the NMTA Boat Show Committee or its designee, will be boats considered vintage or classic. Said approval must be made prior to move-in. Boat display areas may contain up to 25% of new 2018 model boats (subject to staff approval and pending on dealer agreements) for the 2020 Seattle Boat Show only.

If a displayed boat is not in compliance, the exhibitor will be assessed a penalty fee equal to 25% of the total space assigned on the final invoice. Exhibitors will lose space in the following year if the penalty is not paid within 60 days or if repeat violations occur.

11. SIGNS: Hanging signs require approval from show management. If an exhibitor wants a sign hung from the ceiling after approval the sign is required to be hung by the show decorator, GES.

A) Exhibitor Identification Signs: Exhibitor signs will not be furnished by NMTA. Exhibit space must be identified with a company sign. Additional signs, banners or posters that detract from the quality of the show are subject to review by the NMTA Boat Show Committee or its designee and may be removed at their request.

i) Boat Display: The maximum height for any sign will be 20’ feet from the floor.

ii) Accessory Display: The maximum height for any sign will be 10’ from the floor.

iii) Perimeter Wall Booth (accessory): The maximum height for any sign will be 12’ from the floor.

B) Pricing 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. To ensure the maintenance of this standard, it is suggested that an exhibitor display only one (1) Official Boat Show price per item.

Signs should meet the following requirements:
i) Signs may not exceed the maximum size of 17.5” x 23”
ii) All price signs displayed on boats or equipment must be quoted F.O.B. Seattle or Puget Sound points.
iii) Reduction from the retail price will be permitted as a “Boat Show Special”; however, a quoted F.O.B. Seattle or Puget Sound point must be shown if a “Boat Show Special” price is listed.

12. ELECTRICAL SERVICE & POWER: One 500 watt 5-amp electrical outlet per 750 square feet is included in the space rental charge for each exhibitor.

All special wiring and power connections for lighting displays, equipment, machinery, or extra appliances must be installed by an electrical contractor approved by Show Management and at expense of the exhibitor. Exhibitors must make arrangements for special wiring with the electrical contractor.

THE USE OF ELECTRICAL SPACE HEATERS IS EXPRESSLY FORBIDDEN.

13. CARPETING: All exhibit space must be carpeted unless it is concealed from public view. Carpets must be taped to the floor to prevent tripping with low residue double-faced carpet tape. This tape is available on site from the Show Decorator, GES. See GES carpet order form for pricing. NO DUCT TAPE IS ALLOWED.

14. DISTRIBUTION OF LITERATURE AND GIVEAWAYS: No exhibitor or person will be allowed to distribute literature or merchandise outside their 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 Boat Show Committee or its designee. There will be no distribution of balloons or stickers to the general public. The NMTA Boat Show Committee or its designee, at its discretion, may allow the distribution of giveaways and other promotional items that promote the Boat Show in its entirety.

All prize/raffle boxes must be pre-approved by the Boat Show Director or designee. All approved prizes must be drawn before the end of the show 8 p.m., Saturday, February 1.

15. INSURANCE ENDORSEMENT: Applicant shall maintain bodily injury and property damage insurance coverage, including contractual liability, in the minimum amounts of $1,000,000 per occurrence and $1,000,000 in the aggregate where aggregate limits apply, and shall name the Northwest Marine Trade Association (1900 N. Northlake Way, Seattle WA 98103), its employees, Officers, and Board of Trustees, King County (500 Fourth Ave. Seattle, WA 98104) and First & Goal and PSA (800 Occidental Avenue South, Seattle WA 98134) as additional insured under the policy.

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 with regards to the property coverage, against the Northwest Marine Trade Association and its employees, First and Goal, its employees for loss of or damage to Applicant’s property and property of others in the Applicant’s care, custody or control.
Certificates of insurance must be furnished to the NMTA prior to move-in. Applicant’s insurance shall be primary in any and all claims.

Exhibitors who do not have this type of insurance may be able to obtain it from the NMTA Member Company listed below:

INSURANCE SERVICES GROUP: Brandon Turner (206) 459.9215
BrandonT@insuranceservicesgroup.com

16. MOVE-IN: All exhibitors must be in place and completely set-up by 8:00 pm Thursday evening January 23, 2020. The Boat Show Committee or its designee will do a compliance inspection at that time.

A) Boat Display: Exhibitors with boats over 18 feet must provide Showboat Handlers, LLC and NMTA show management their floor plan display prior to December 6, 2019 for approval. This is essential for scheduling the move-in and move-out times for individual exhibitors. NMTA Show Management will publish individual exhibitor move-in schedules by January 10, 2020.  
*(NOTE: Floor plan is required even if boat handling assistance will not be required)*

B) Accessory Display: Accessory exhibitors in the East Hall and Concourse will be notified of their specific move-in date and time by Show Management.

C) General Move-In Schedule:

**Move-In**

The 2020 Seattle Boat Show has four move-in days - Monday, January 20 to Thursday, January 23 at 8 pm. The show will open at 11 am on Friday, January 24. All exhibitors will be mailed a move-in pass in early January that specifies the date, location, and time of move-in for their company. **All display areas will be open for move-in from 8am to 8pm. Exhibitors that require additional time for move-in should contact show management.** All Boat Displays are required to submit a floor plan of their display area to Showboat Handlers, LLC by December 6 for approval.

Trailer staging and storage will be available at a nearby lot. Following is a general move-in plan for each display area.

<table>
<thead>
<tr>
<th>Move-In</th>
<th>West Hall</th>
<th>North Hall</th>
<th>East Hall</th>
<th>Concourse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 20</td>
<td>Boats</td>
<td>Boats</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Tuesday, January 21</td>
<td>Boats</td>
<td>Boats</td>
<td>Acc.</td>
<td>Large Displays</td>
</tr>
<tr>
<td>Wednesday, January 22</td>
<td>Boats</td>
<td>Boats &amp; Acc.</td>
<td>Acc.</td>
<td>Local Displays</td>
</tr>
<tr>
<td>Thursday, January 23</td>
<td>Boats</td>
<td>Boats &amp; Acc.</td>
<td>Acc.</td>
<td>Out of Town Displays</td>
</tr>
<tr>
<td>Friday, January 24</td>
<td><em><strong>Show Opens at 11a.m.</strong></em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Move-Out**

Saturday, February 1 | Show Closes at 8:00 p.m.
Sunday, February 2 | See Move-out schedule
Move-Out
The entire show needs to be completely out of the building by 6:00 a.m. on Tuesday, February 4. Depending on location some boat and accessory exhibitors will need to move-out completely when the show closes on Saturday, February 1. A move-out schedule will be made available by Thursday January 30.

D) Move-In Hours: Exhibitor services provided by GES, Edlen Electrical Services, and Showboat Handlers, LLC will be available from 8:00 am – 8:00 pm on Tuesday, January 21, 2020 to Thursday, January 23, 2020. For security purposes we ask that exhibitors who need to move-in before or after these hours obtain permission from Show Management.

ALL EXHIBITORS WILL BE NOTIFIED OF THEIR MOVE-IN TIME BY SHOW MGMT.

*NEW THIS YEAR: Parking during move-in will be $5 at the booth at CenturyLink Field Event Center garage, mention you are with the show. Each exhibitor will receive complimentary move-in parking passes:
  One (1) pass per Accessory Exhibitor
  Two (2) passes per Boat Display Exhibitor
More information on distribution of the complimentary passes will follow in Exhibitor Updates.

The Parking Garage has a 6’ 6” clearance. You MUST be out of garage one hour before show opens on Friday, January 24. All cars remaining after the show opens will be ticketed!

Limited over-height parking is available at the Mariner’s Garage, daily parking rates will apply.

Unloading of vehicles at booth is generally accommodated if exhibitor arrives at pre-assigned time. Be prepared for delays! Check in with your assigned door attendant.

- Door A & B are located on Occidental Avenue.
- Door C is located on Royal Brougham Way.
- Door D is on the North end of the 2nd level of Events Center Parking Garage.
- Door E & F are on the east driveway paralleling the railroad tracks. Loading dock is at the north end of east driveway. If display materials can be carried by hand, it is usually faster to carry your goods from the upper floors of the parking garage using the elevators.
- Doors N and S are located in the North Hall off of Occidental.

17. MOVE-OUT: Move-out schedules will be distributed to all exhibitors during the Show. Exhibitors who begin to tear down before 8:01 pm on Saturday, February 1 may be eliminated from future Shows. Exhibitor agrees to pay $500.00 to NMTA if Exhibitor moves out or commences to dismantle the exhibit before closing of the Show without permission of the NMTA Boat Show Committee or its designee.

18. AUDIO-VISUAL EQUIPMENT: See Decorator Order Forms (GES Exhibitor Kit).

19. ADMISSION PRICES
Adults: $17.00
Multi Day: $30.00
Kids 17 & Under: Free

20. BOAT SHOW HOURS
Seattle Boat Show (CenturyLink Field Event Center)
Monday – Thursday: 11 am – 8 pm
Fridays: 11 am – 9 pm
Saturdays: 10 am – 8 pm
Sunday: 10 am – 6 pm
*Full lighting will remain in effect until 30 minutes after the show closes.

DISPLAY MUST BE STAFFED DURING THESE HOURS. Exhibits not staffed may be
closed or removed by show management.

NMTA encourages exhibitors to remain in your exhibit area until the public is completely
cleared from the building. Many exhibitors have small items that can be picked up and easily
carried out of the building. Roping off and/or covering your merchandise with a sheet is helpful
to prevent theft.

21. BOAT DETAILING CREWS: The Boat Show will be open for detailing crews two (2)
hours before opening of the show each day. All people entering the Show one (1) hour or more
prior to opening must sign in. Exhibitors may pick up parking passes for detailing crews that
allow cleaning crews to park in the CenturyLink Field Event Center Parking Garage for up to 30
minutes before the Show opens.

VEHICLES STILL IN THE GARAGE AFTER THE SHOW OPENS WILL BE
TICKETED!

22. BOAT SHOW OFFICE HOURS:
Early Show Office at Northwest Marine Trade Association Office:
1/15 Wed. – 1/17 Friday 10am – 3pm

The CenturyLink Field Boat Show office is located at the south end of the Concourse level near
the parking garage entrance at CenturyLink Field Event Center:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19 Sunday</td>
<td>Closed</td>
<td>1/25 Saturday</td>
<td>9 am – 7:30 pm</td>
</tr>
<tr>
<td>1/20 Monday</td>
<td>12 pm – 5:00 pm</td>
<td>1/26 Sunday</td>
<td>9 am – 5:30 pm</td>
</tr>
<tr>
<td>1/21 Tuesday</td>
<td>9 am – 5:00 pm</td>
<td>1/27 Mon. – 1/30 Thurs</td>
<td>10 am – 7:30 pm</td>
</tr>
<tr>
<td>1/22 Wednesday</td>
<td>9 am – 5:00 pm</td>
<td>1/31 Friday</td>
<td>10am – 8:30 pm</td>
</tr>
<tr>
<td>1/23 Thursday</td>
<td>9 am – 7:00 pm</td>
<td>2/1 Saturday</td>
<td>9 am – 7:30 pm</td>
</tr>
<tr>
<td>1/24 Friday</td>
<td>8 am – 9:30 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
23. **DELIVERIES:** During show hours, deliveries will be accepted at the loading dock and delivered to the exhibitor’s booth for a fee determined by the show decorator, GES (see Freight Handling Order Form).

24. **PAGING:** The only unscheduled announcements made over the paging system will be for lost children.

25. **TELEPHONE & INTERNET SERVICE:** To order telephone, fax, or internet for your booth, please use enclosed order form from CenturyLink Field Event Center.

26. **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 building. **Badges are photo IDs.** Image capture and badge processing will take place in the Boat Show Office. Employees who’ve already had their photo taken at a previous NMTA Boat Show may have their badge pre-printed and available for pick-up during pre-registration or move-in at the Boat Show Office. Each exhibitor will be given a quantity of badges free of charge based on the following formula:

- **Five (5) badges for the first 100 square feet of exhibit space**
- **One (1) additional badge for each additional 200 square feet of exhibit space**

Additional badges may be purchased before the Boat Show opens or during the show at the Boat Show Office for $10.00 (tax included). A personalized order form will be available to all exhibitors by November 15. Badges will be available for pick-up during move-in at the Boat Show Office (see Boat Show Office hours and location above) Please note: We do not ship badges.

27. **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 a discounted price of $4.00 each (see Exhibitor Guest Ticket Order Form on page 17). An exhibitor may purchase up to 100 tickets before the move-in of the show and an unlimited number at the Boat Show office during the show. **Guest tickets are non-refundable.**

28. **EXHIBITOR PARKING:** Exhibitors have three parking options for 2020:

**Note:** All Parking Passes are non-refundable.

- **Option #1:** Mariners Garage at T-Mobile Park Parking Pass $60
  Exhibitor may choose to buy a Parking Pass good for the Mariner’s Garage at T-Mobile Park with an unlimited number of in and out privileges during the show for $60. **Note that there is no shuttle from the garage to the show; no overnight parking and Over Height Vehicles are permitted.**

- **Option #2:** CenturyLink Field Parking Pass $165
  Exhibitor may choose to buy a Parking Pass good for the CenturyLink Field Garage’s 6th floor for $162. Passes must be picked up at the Boat Show Office during pre-registration or move-in.
Note that the CenturyLink Field Parking Garage has a Max Height of 6’8” and there is no overnight parking and no trailer parking.

29. COOKING: No cooking is permitted.

30. FOOD & BEVERAGE SAMPLING: No outside food or drinks are permitted in CenturyLink Field Event Center. Non-commercially prepared meals (brown bags) will be allowed in. Single serving food items for exhibitors will be allowed in.

Exhibitors shall not sell or distribute food or beverages without prior written permission from CenturyLink Field. In the event of a request for sampling, First & Goal Hospitality must approve three weeks in advance.

31. BUSINESS LICENSES:
A) City of Seattle: The City of Seattle Ordinance 117002, stipulates that the fee for a consumer show license shall be $10.00 per day per exhibitor ($90 total). It is the duty of the show producer (NMTA) to remit this fee in advance to the City of Seattle. If your Company’s City of Seattle Business license is NOT active at time NMTA remits fee Exhibitor will be responsible for the fee. Any Exhibitor whose taxable annual gross revenue for business in Seattle exceeds $100,000.00 (One hundred thousand dollars) are obligated to report and pay City B&O Tax.

Exhibitors who have a current City of Seattle business license are exempt from this requirement as long as they provide NMTA with their current City of Seattle Customer Number (see page 1 of the Boat Show Application/Contract, the first check box under “Exhibit Space Request”). Exhibitors who do not provide NMTA with an active City of Seattle Customer Number will be billed by NMTA at the time of the final space payment. Questions? Contact Seattle Department of Executive Administration, Revenue and Consumer Affairs at (206) 684-8484.

B. Washington State Department of Revenue
ALL Seattle Boat Show exhibitors MUST have an open tax registration number with the Washington State Department of Revenue. Exhibitors not registered with the Dept. of Revenue CANNOT participate in the show. Contact the Department of Revenue at 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: http://www.dor.wa.gov/content/doingbusiness/BusinessTypes/Doingbus_tempreg.aspx 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. If you have questions please call 1-866-248-1287 #3.
FIRE & SAFETY GUIDELINES

For the protection of the Seattle Boat Show, the exhibitors and the general public, the NMTA Boat Show Committee has established the following regulations for platforms, stairs, handrails, and electrical wiring for exhibitors in the Show. PLEASE NOTE: These requirements must meet or exceed OSHA standards.

1. TEMPORARY STRUCTURES OVER EIGHT (8) FEET
   A Temporary Structure Permit from the City of Seattle Department of Planning & Development (DPD) is required for structures greater than 8 feet in height. Example - structures that use aluminum truss to support lighting and signage.

   Permit requirements for custom designed and site-built temporary structures are determined on a case by case basis.

   Application Submittal Requirements (6 weeks prior to event)
   1. An application form.
   2. Two sets of plans showing the location and dimensions of the temporary structure.
   3. Show how the structures will be barrier free accessible.
   4. Elevation drawings of the structure(s) showing its height and how two or more structures will be integrated and how each structure will be supported.
   5. A written statement by the structure owner attesting that they will take responsibility for the structural integrity and installation of the structure.
   6. Structure letter and/or calculations documenting that the existing structure is capable to support the new loads greater than 1,000 pounds.
   7. Site Built Structures: Stamped engineering drawings may be required. These drawings must clearly show structural load and engineering calculations.

   Standard Plans for Recurring Events
   A standard plan may be established for a recurring project.

   To apply for the standard plan:
   - Submit two sets of plans
   - Include a letter each year from the property owner, manufacturer or the vendor stating that they will accept the responsibility for the structural integrity and installation of the structure.

   DPD will review standard plans for both Building Code and engineering issues once, and that approval will apply to all subsequent permit applications.

   Permit applications are available at: www.seattle.gov/sdci
2. PLATFORMS: Platforms must be sturdy enough to meet anticipated weight load of 100 pounds per square foot. Supporting ledges should not exceed seven feet on centers. It is recommended that 1/2” plywood be placed over the planking to strengthen platforms to meet safety standards. If decking is aluminum, ten (10) foot centers are adequate. Platforms must have standard guard rails and toe boards on all open sides. All platforms, except where there are toe boards and railings, will have an opening of not more than three (3) inches where they join the boat. Obvious lateral movements must be removed from all platforms and stairs.

3. HANDRAILS: Handrails are required for stairs with more then one riser. The handrail must be easily grasped. A handrail that is round in cross section must be between 1 ¼ to 2 inches in diameter. If a handrail is not round, it must provide an equivalent surface that is easily grasped. Handrails must be mounted with the top of the rail between 34 and 38 inches above the nosing of the stair tread. Midrails are recommended on stairs with three or more risers. Rope handrails are not permitted.

4. STAIRS: Stairs must have a minimum of 17-1/2" for riser and tread. Minimum tread is 9-1/2", maximum riser is 9". Stairs must not have over 40-degree pitch. All stairs must have guard rails with mid-rail. The Boat Show Committee also recommends non-skid materials for each tread. All risers, particularly the top riser, will be the same measurement as the others except the bottom riser. Treads will not pitch down and out.

5. BOAT BOARDING: The platforms for ingress and egress of boats must be sturdy, and adequate precaution must be taken to ensure safety.

6. PORTABLE STANDS: Lightweight portable stands are not acceptable.

6. CARPET: Carpets on platforms and stairs where they meet by the edge of the steps must be secured so they do not leave an end sticking up that can cause people to catch their feet and fall. Carpet on the edge of displays should not be a trip hazard. Duct tape is not allowed for securing carpet edges to the floor because of the adhesive that remains on the floor. Double sided tape is available from the Show Decorator, GES. Exhibitors may be billed for floor cleaning if duct tape is used.

7. ELECTRICAL: Electrical lines running above aisle ways shall be on approved bridges no less than ten (10) feet above the aisle way. Electrical lines on the floor shall be protected by ramps.

8. EXTENSION CORDS: If extension cords are used, a minimum of 14-gauge grounded cord is required. If the cord on the appliance being powered is larger than 14-gauge, then the extension cord shall be at least the same gauge as the power cord. Cords must be 3-pronged with ground.

9. TEMPORARY LIGHTS: Temporary lights used in the boats must have a safety guard to protect against hazards.

10. CLEANING SUPPLIES: Cleaning supplies stored in exhibits must be fireproof, non-flammable and kept in a neat orderly manner. Exhibitors failing to do this will have their exhibit
closed. Exhibitors who will have hazardous chemicals on site should have material safety data sheets ("MSDS") available for each chemical.

11. DECORATIONS: Decorations, including curtains, drapes, rugs, loose hanging fabrics, paper or other combustibles shall be fire retardant. Exhibitors may need to prove that their display materials are fire retardant. See Fire Department Regulations for more complete information.

12. HAND TRUCK/CARTS: No hand truck or cart shall be permitted on the show floor during show hours.

13. BOAT TRAILERS: Trailer couplers must be covered so as to prevent injury to the public.

Please follow these safety guidelines when planning your display. The NMTA Boat Show Committee or its designee will canvas the show to make certain platforms, handrails, stairs, and electrical wiring meet the standards. The NMTA Boat Show Committee or its designee has the authority to insist all exhibitors meet these requirements and can close the exhibit area when requirements are not met. All stands and electrical wiring will be inspected before the show opens and will continue to be inspected during the show.

CENTURYLINK FIELD EVENT CENTER REGULATIONS

The rules established by First & Goal, Inc., the Public Stadium Authority and the Seattle Fire Department for CenturyLink Field Event Center must be observed. A complete set of rules may be obtained from Show Management. A partial list of the rules includes:

- No fasteners may be driven into the walls or floor of CenturyLink Field Event Center.
- Signage may not be taped to any facility surface including walls, columns or floors.
- No helium-filled balloons or balloons filled with a rising agent are allowed in CenturyLink Field Event Center.
- Children 16 & Under are not allowed onsite during move-in and move-out
- No duct tape used on any facility surface including walls, columns or floors.
- No pressure-sensitive stickers may be handed out by exhibitors.
HOTEL ACCOMMODATIONS
The official hotels for the 2020 Seattle Boat Show are the Silver Cloud Hotel Stadium, the Courtyard Marriott Pioneer Square, the Embassy Suites Seattle Downtown Pioneer Square, and new this year Travelodge Seattle by the Space Needle. To ensure the best experience while in Seattle, reserve your room at the official Seattle Boat Show hotels and receive special Boat Show-only discounted hotel rates.

COURTYARD PIONEER SQUARE
612 Second Ave, Seattle WA 98104
Call (206) 625-1111 and ask for the Seattle Boat Show rate to enjoy room rates from 1/24 – 2/1 of $149 for a King guest room. Daily parking is $19 plus tax and overnight parking is $47 with tax. MUST BOOK BY 12/5/2019.
For reservations visit: LINK

EMBASSY SUITES SEATTLE DOWNTOWN PIONEER SQUARE
255 S. King St, Seattle WA 98104
Enjoy a discounted King Studio Suite at the NEW Embassy Suites Downtown Pioneer Square for $184 + tax. Must book by Friday, December 20th, 2019
- Complimentary WiFi
- Complimentary hot made to order breakfast
- Complimentary reception daily
For reservations visit: LINK

SILVER CLOUD HOTEL STADIUM
1046 First Avenue South, Seattle WA 98134
The Silver Cloud Hotel is a perfect hotel for exhibitors. It is located directly next to the CenturyLink Field Event Center and is offering a discounted rate of $175 (deluxe king) or $185 (deluxe 2 queen beds). Onsite valet guest parking for $42.00 plus tax per night ($52.00 for oversized vehicles). Additional fees include 15.6% tax per night and a $2.00 tourism fee per night.
For reservations visit: LINK MUST BOOK BY 1/2/2020.

TRAVELODGE SEATTLE BY THE SPACE NEEDLE
200 6th Ave N, Seattle WA 98109
Located within a 5 minute drive to South Lake Union and Century Link Field. Enjoy an exclusive $109 rate offer, complimentary breakfast, wifi and competitive parking at $19 plus tax per night. Use the booking link below or call the hotel directly at 206-962-8678 and ask for the Seattle Boat Show room block to obtain the exclusive group rate over the course of your stay.
For reservations visit: LINK or call: 206-962-8678 and ask for the Seattle Boat Show rate to reserve.
GUEST TICKET (YELLOW $4.00) ORDER FORM

I would like to order _______ Yellow Guest Tickets at $4.00 each for a total of $__________

All Yellow guest tickets must be prepaid and are non-refundable. An exhibitor may purchase up to 100 tickets before move-in of the show and an unlimited number at the Boat Show office during the show. **Note there will a $2 shipping fee added to orders of 50 tickets or less and a $5 shipping fee for orders of 51-100 tickets.**

I would like to pay with the following:

☐ Check enclosed   ☐ Visa   ☐ MasterCard  (We CANNOT process American Express)

Card #:_________________________   Exp. Date:___________   CVC:_______

________________________________________________________________________
AUTHORIZED Name on Credit Card   Company Name

Email for Receipt: __________________________________________________________

☐ I will pick up my Yellow Guest Tickets at the Boat Show Office during Show Office Hours.

☐ Please mail my Yellow Guest Tickets to the address listed below. Shipping fees will be added (MAIL ORDERS MUST BE RECEIVED AT THE NMTA OFFICE BY JANUARY 3, 2020)

MAILING ADDRESS

Name:____________________________________________________________________

Company:______________________________________________________________

Street Address:____________________________________________________________________

________________________________________________________________________

City: _______________________ State: _____ Zip: _________ Phone: ______________

FAX TO NMTA (206) 632-0078 or EMAIL to katieg@nmta.net
or mail to NMTA at: 1900 N. Northlake Way, # 233, Seattle, WA  98103

ORDERS MUST BE RECEIVED BY JANUARY 3, 2020!

Orders received after 1/3/19 may not be processed before the show office opens.
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 building. Badges are photo IDs. Image capture and badge processing will take place in the Show Office. Employees who’ve already had their photo taken at a previous NMTA Boat Show may have their badge pre-printed and available for pick-up during pre-registration or move-in at the Show Office. Each exhibitor will be given a quantity of badges free of charge based on the following formula:

Five (5) badges for the first 100 square feet of exhibit space
One (1) additional badge for each additional 200 square feet of exhibit space

Please list employees who will be actively working at the 2020 Seattle Boat Show

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________
7. ____________________________________________
8. ____________________________________________
9. ____________________________________________
10. ___________________________________________ (Example Photo ID Badge)

# ______ ADDITIONAL BADGES(*) at $10.00 each (including sales tax) = $ ___________

Name: _______________________________________________________________________
Company: __________________________________________________________________
City: _______________________ State: _____ Zip: _________ Phone: ___________________
Card (Visa/MasterCard) #: _____________________________________ Exp. Date:_____ CVC_____
Email for receipt: _____________________________________________________________

FAX TO NMTA: (206) 632-0078 or EMAIL to katieg@nmta.net
ORDERS MUST BE RECEIVED BY JANUARY 3, 2020!

Orders must be received by January 3, 2020 to guarantee processing before the show office opens.
*Badges are non-refundable and must be paid for when ordered.
EXHIBITOR PARKING PASS ORDER FORM

I would like to order (Qty): _______ 9-day Mariner’s Garage at T-Mobile Park parking pass(es) at $60.00
- Note there is no shuttle from the garage to the show.
- Over Height Vehicle Parking Available
- In & Out Privileges
- No Overnight Parking

I would like to order (Qty): _______ 9-day CenturyLink Field parking pass(es) at $165.00
- Note that this pass is good for the 6th floor of the parking garage only.
- Max Height 6’8”
- In & Out Privileges
- No Overnight Parking
- No Trailer Parking

Total Amount: $_______________

Name: ___________________________________________________________

Company Name: ___________________________________________________

Address: _________________________________________________________

City: __________________ State: _______ Zip: _______________

Phone: __________________ Fax: ________________________________

☐Visa ☐ MasterCard ☐ Check Enclosed (We cannot process American Express)

Card #: ___________________________ Exp. Date: _____ CVC: ______

*Passes are non-refundable and must be paid for when ordered. We accept check or Visa / MasterCard

Email for receipt: ____________________________________________

FAX TO NMTA: (206) 632-0078 or EMAIL to katieg@nmta.net
or mail to: NMTA, 1900 N. Northlake Way, # 233, Seattle, WA  98103

ORDERS MUST BE RECEIVED BY JANUARY 3, 2020!
Orders must be received by January 3, 2020 to guarantee processing before the show office opens.
2020 Uncorked and Sails & Ales Exhibitor Agreement & Order Form

I would like to participate in the 2020 Seattle Boat Show Uncorked event on January 24 and the Sails & Ales event on January 31. To participate in this event and to receive special event tickets that I may distribute to my clients, guests or friends, I understand that I must follow the rules outlined below and by signing this document; I agree to do the following:

1. I understand that I will receive a quantity of special event tickets. Each special event ticket I distribute to a guest will contain its own unique barcode that has been assigned to my business. A special event ticket is only valid for one person.
2. I understand that each special event ticket that I distribute is valid for one adult admission which may be redeemed on either Uncorked (January 24) or Sails & Ales (January 31), one souvenir wine or beer tasting glass (while supplies last) and 6 tasting tokens. This means that each discount code that I distribute is valued at up to $30 (The advertised price of these packages is $30 per package).
3. I understand that for each special event ticket that is redeemed at the Seattle Boat Show that contains a unique barcode assigned only to my business, I will pay $6 per ticket to the Seattle Boat Show after the Show concludes.
4. I agree that special event tickets will only be distributed to my current clients, customers or friends, and I will not mass market “free tickets” to the boat show through advertising, marketing or promotion (i.e. Craigslist) in an attempt to attract or create new customers or clients.

**Don’t miss out, order your tickets by Friday, January 3**

Pre-Show Order:
I WOULD LIKE THE FOLLOWING NUMBER OF SPECIAL EVENT TICKETS TO DISTRIBUTE: ____________________.

[For Office Use - Ticket #s: __________________________________ Date Entered: ____________]

TO RECEIVE YOUR SPECIAL EVENT TICKETS TO SEND TO GUESTS, YOU MUST COMPLETE ALL OF THE FOLLOWING FIELDS:

Name ____________________________________________________________________________
Company _______________________________________________________________________
Check either Pick up or Ship to:
□ Pick up at NMTA office by Jan 17 at 3pm
□ Ship to Address below: Orders must be received by Jan 3 in order to be mailed.
Shipping cost: 1-50 tickets $2.00; 51-100 tickets $5.00; $2 for each 100 additional tickets
Ship to Address __________________________________________City/State/Zip_________________
Email Address _____________________________________________________________________
Phone _______________________________ Cell Phone ________________________________
Authorization Signature ______________________________________________________________
Credit Card # __________________________________________ Card Type: ☐ Visa ☐ Mastercard (Sorry no AE, Discover)
Expiration _________ CVC (3-digit code on back) ______________

At-Show Orders: All orders will be charged to the above card. If using a different card, please fill out a new form.

Qty ________ Ticket #s ________________________________ Date Picked up ____________ By ___________________

[For Office Use - Date Entered SS: ___________]

Qty ________ Ticket #s ________________________________ Date Picked up ____________ By ___________________

[For Office Use - Date Entered SS: ___________]

Email this form to: Myranda@nmta.net or Fax to: (206) 632-0078 Attention: Myranda Dang
NMTA, 1900 N. Northlake Way, # 233, Seattle, WA 98103 • Phone (206) 634-0911
AGREEMENT PROHIBITING USE OF COPYRIGHTED MATERIAL
AT BOAT SHOW EXHIBITS AND HOLD HARMLESS AGREEMENT

Playing recorded music, radio, television, or other copyrighted material at Applicant’s exhibit is prohibited. Provided, however, a promotional video with background music may be played at Applicant’s exhibit so long as Applicant/Exhibitor has first secured, or benefits from, a license covering “public performance rights” or “all rights” to play said video. Applicant/Exhibitor also must have executed this Agreement Prohibiting Use of Copyrighted Material at Boat Show Exhibits and Hold Harmless Agreement. Said Agreement must be delivered to NMTA by January 3, 2020.

The undersigned 2020 Seattle Boat Show Applicant/Exhibitor agrees to abide by this Agreement and to indemnify and hold NMTA, its employees, officers, Board of Trustees, agents, committee members and volunteers, harmless from all claims, demands, costs, attorney fees and other expenses, including any awards in favor of BMI, ASCAP, and/or any artist, author or composer or authorized representative, arising from alleged copyright infringement by the Applicant/Exhibitor.

The undersigned Applicant/Exhibitor intends to use at its exhibit the following promotional video(s):

1. 
2. 
3. 

The undersigned Applicant/Exhibitor warrants that it holds a license covering “public performance rights” or “all rights” to play the aforesaid videos (including music and visuals used therein) at its exhibit. A copy of said license (and a song list) is attached hereto and has also been furnished to the NMTA. The undersigned Applicant/Exhibitor further acknowledges and agrees that: (1) sound volume of any material played at the Boat Show must be acceptable to the NMTA Boat Show Director or the NMTA Boat Show Committee; and (2) it will not play promotional video(s) in the event of any objection by the owner of copyright to same or its agent(s).

Name: ______________________________________
Company Name: ______________________________________
Signature: ______________________________________ Date: ____________________

FORMS MUST BE RECEIVED BY JANUARY 3, 2020!
SEATTLE BOAT SHOW EXHIBITOR HANDBOOK

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