

Bay Harbor

LAKE MARINA

In-Water Boat Show Exhibitor Packet

JUNE  **15-17**

June 15: 12 pm - 8 pm

June 16: 10 am - 8 pm

June 17: 10 am - 3 pm

2018



Bay Harbor Lake Marina
832 Front Street • Bay Harbor, MI • (231) 439-2544



Dear Exhibitor,

We would like to welcome you to the 16th Annual Bay Harbor In-Water Boat Show that will be held Father's Day weekend, June 15 – 17, 2018. This has become a milestone event that's always well received by Bay Harbor owners, boating enthusiasts, and spectators seeking the newest innovations in marine products.

The show will feature music, entertainment, food, and spirits which provides for a more festive atmosphere.

Attached is an exhibitor packet where you will find information regarding booth sizes, payment options, insurance requirements, an Exhibitor Registration Form and more.

PREMIER EXHIBITOR options are available for those vendors looking for a larger space and maximum marketing efforts for an affordable value. This is a tremendous opportunity that will help raise brand awareness with local boaters through multiple Bay Harbor marketing efforts. Please see Exhibitor Packet for more information.

We encourage you to reserve your place in the show now, as space is limited. The date of registration will determine show placement, both on land and in-water.

If you would like to participate, please complete the form in its entirety and return along with a 50% deposit no later than **May 1, 2018**. Full payment is due by June 1, 2018, to allow the marina staff appropriate time to layout and designate dock slips and booth locations.

To maximize exposure, exhibitors are encouraged to contact their customers and invite them to visit the show situated on pristine Bay Harbor Lake, the Nautical Center of the Great Lakes.

If you have any questions or concerns please contact Harbormaster, Martin Leemaster, Bay Harbor Lake Marina at (231) 439-2544 or bhlm@bayharbor.com / mleemaster@bayharbor.com

Looking forward to warm weather, clear skies and calm seas,

Martin Leemaster, CMO

Harbormaster
Bay Harbor Lake Marina /
(231) 881-2648 c
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In-Water Boat Show GENERAL EXHIBITOR INFORMATION

SCHEDULE

May 1	Exhibitor Registration, 50% Deposit Due
June 1	Balance in Full Due
June 15-17	Bay Harbor In-Water Boat Show
June 23	Bay Harbor Vintage Car and Boat Festival



ACCOMODATIONS

The Bay Harbor Village Hotel, located in The Village at Bay Harbor, offers accommodations from standard, deluxe, penthouse, and private home rentals. Please inquire about our special In-Water Boat Show room rates. The Hotel contact number is (231) 439-2400.

PARKING

There are designated parking areas off Bay Harbor Drive for all large trucks and trailers. These areas will be clearly marked. Parking is prohibited in The Village, on Main Street, Front Street, and in the Bay Harbor Village Hotel parking lots. The parking spaces along Front Street may be used as a drop off zone. Trailer boats enter from the south near Knot Just a Bar and exit through the village on main street.

INSURANCE

All exhibitors must have liability insurance naming Bay Harbor Company, LLC as the additional insured. The minimum coverage required is \$1,000. This policy should be submitted with the Exhibitor Registration Form.

CANCELLATION POLICY

A cancellation may be made prior to June 1, 2018, 50% will be refunded. **All cancellations after June 1, 2018 are NON-REFUNDABLE.**

INJURY REPORTING

In the event of an emergency **DIAL 911**. To report an injury or medical emergency contact Bay Harbor Security direct at (231) 439-7911.

Bay Harbor Lake Marina is not responsible for lost or stolen equipment.

In-Water Boat Show ON LAND DISPLAY STAGING INFORMATION

BOOTH DISPLAY SIZES AND ASSIGNMENTS

A booth is 10' x 15'. Space assignments will be finalized the week of the show, staked, and marked on the lawn panels. Exhibitor will be notified upon arrival. Suggestions or preferences on space location can be made to the Harbormaster Office, locations are not guaranteed.

BULK DISPLAY SIZES AND ASSIGNMENTS

An on land bulk display is a minimum of 400 square feet. Space assignments will be finalized the week of the show, staked, and marked on the lawn panels upon arrival. Based on the size of your display, placement will be assigned accordingly. Suggestions or preferences on space location can be made to the Harbormaster Office, locations are not guaranteed. Please remember that boats or products may be sold prior to the show, so changes in location are subject to change.

Large mass items such as trucks or trailers require special placement on lawn panels to prevent damage to the grass. Please notify the Harbormaster Office if this will be part of your display.

TENT AND FURNITURE RENTAL

If you need to rent a tent, table, or chairs contact Taylor Rental, these items will not be provided. Taylor Rental's contact number is (231) 347-1840. Exhibitor will be contacted to schedule delivery and set up; tents are typically placed Thursday afternoon or Friday morning.

ELECTRICAL AND WATER NEEDS

Limited, free electricity is available (110V / 20A). **Exhibitors are responsible to bring their own extension cords and adapters** that are needed. Also notify staff of power requirements prior to show as it will help with layouts of exhibitors. There is no water available for on land exhibitors.

RULES AND REGULATIONS

Marina staff will be available throughout the entire show to assist you with all of your needs including trash disposal; however, your cooperation in keeping your display area neat and free of litter is greatly appreciated.





In-Water Boat Show

IN-WATER DISPLAY STAGING INFORMATION

SLIP RESERVATIONS

Exhibitors arriving before or prior to the show must reserve a transient slip with Bay Harbor Lake Marina.

SLIP LENGTHS AND ASSIGNMENTS

Slips are available in both 40' and 50' in length. Slip assignments will be finalized the week of the show. Exhibitor will be notified upon arrival. Based on the length of your display, placement will be assigned accordingly. Suggestions or preferences on slip location can be made to the Harbormaster Office, locations are not guaranteed. Please remember that boats or products may be sold prior to the show, so changes in location are subject to change.

ELECTRICAL AND WATER NEEDS

Limited, free electricity is available (110V/30A or 220V/50A). Exhibitors are responsible to bring their own splitter, adapters, extension cords that are needed. Note that in some cases up to 150' of extension cords may be needed. There is also water available and exhibitors are responsible to bring their own hoses and equipment. Bay Harbor Lake Marina will not be providing any of the above items.

EXHIBITOR ARRIVAL

Exhibitors arriving via the Bay Harbor Entrance Channel should contact the Dockmaster by hailing BAY HARBOR LAKE MARINA on CHANNEL 16 upon entering Bay Harbor Lake. Once contact has been established the exhibitor will be given docking instructions. Please do not approach the docks without instruction.

When delivering a boat, the exhibitor or its representative must be present until the boat is launched and secure in the assigned slip. Please have lines and fenders ready prior to contacting marina staff for assistance.

All boats must be placed prior to the show. Late arrival risks forfeiture of assigned slip or complete displacement. Arrival times will be strictly enforced. Show set up will be complete by Friday, June 15, 2018, at 12 pm.

Note that boats may have to be rafted and/or moved to an alternate location by the marina staff for stage in. Please have plenty of lines and fenders in the event your boat is moved into a tight area.

BOAT LAUNCH

The launch ramp is located at the east end of Bay Harbor Lake. We recommend that you launch your boat prior to the opening of the show as access to ramp will be limited during the show. You will receive a dock map of Bay Harbor Lake once your reservation has been confirmed.

RULES AND REGULATIONS

In an effort to host a first class show and for the safety of everyone, we ask that each exhibitor share awareness and comply with the following rules and regulations:

- Tie and secure dock lines to dock cleats only.
- Water hoses are not permitted on the docks.
- Maintain dock in a neat and orderly fashion.
- All cleaning materials must be stored, off the docks and out of sight during show hours.
- Exhibitors must comply with Clean Marina rules and regulations.
- Due to dock decking, baby strollers are not permitted on the docks.
- Use discretion whether or not to allowing a guest to board the in-water display.

Marina staff will be available throughout the entire show to assist you with all of your dockside needs including trash disposal; however, exhibitor cooperation in keeping display area neat and free of litter is greatly appreciated.

EXHIBITOR DEPARTURE

Exhibitors may coordinate departure with marina staff starting Sunday, June 17, 2018, after 3 pm.

Our staff strives to insure that stage in goes as smoothly as possible.





**In-Water Boat Show
2018 EXHIBITOR REGISTRATION FORM**

EXHIBITOR INFORMATION:

Business Name: _____ Contact: _____
Phone Number: _____ Email: _____
Billing Address: _____
Employees Attending: _____

DISPLAY INFORMATION:

Booth Display (10' x 15') No. of Booths _____ x \$325/Booth = **A** \$
On-Land Bulk Display (400 Sq Ft Min) Sq Ft _____ x \$1.75/Sq Ft = **B** \$
In-Water Display: Display (1) \$12/Ft x _____ = \$ _____
Display (2) \$12/Ft x _____ = \$ _____
Display (3) \$12/Ft x _____ = \$ _____
Display (4) \$12/Ft x _____ = \$ _____
Display (5) \$12/Ft x _____ = \$ _____
Display (6) \$12/Ft x _____ = \$ _____
Total Boats In-Water = **C** \$

PREMIER EXHIBITOR, (\$ varies to bring **GRAND TOTAL** \$3,500 or more) = **D** \$

(A+B+C+D) **GRAND TOTAL** = \$

I have met the \$3,500 requirement to qualify as a **PREMIER EXHIBITOR**

Deposit Amount (50% Due May 1) \$ _____ Total Balance (Due June 1) \$ _____

BHLM USE ONLY

Date: _____ Proof of Insurance/Deposit Received: \$ _____

Assigned Slip: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____

METHOD OF PAYMENT:

Cash Check payable to Bay Harbor Lake Marina AM EX DISC MC VISA

Exhibitor/Card Holder Signature: _____ Payment Date: _____

NOTE: By providing your credit card information or signature you hereby authorize all respective fees associated with the In-Water Boat Show as specified by Bay Harbor Lake Marina.

DATE OF REGISTRATION WILL DETERMINE SHOW PLACEMENT, LOCATION NOT GUARANTEED

Card No.: _____ Exp: _____ CVV _____ Billing Zip Code _____

Your credit card number will be securely disposed of immediately following charges.

SUBMIT FORM TO BHLM 832 Front Street Bay Harbor, MI 49770 or bhlm@bayharbor.com