

2018

47th Annual Birmingham Boat Show

EXHIBITOR INSTRUCTIONS AND INFORMATION

WHERE: Birmingham-Jefferson Convention Complex
Located at the corner of 19th Street and 9th Avenue North

HOURS:

January 18 th	Thursday	Noon – 9:00pm
January 19 th	Friday	Noon – 9:00pm
January 20 th	Saturday	11:00am – 9:00pm
January 21 st	Sunday	Noon – 5:00pm

MOVE-IN: Boat Dealers & Docks see Attached Schedule.

10x10 Exhibitors Only

January 17 th	Wednesday	9:00am – 4:00pm
January 18 th	Thursday	9:00am – 11:00am

10x10 Exhibitors are not allowed to move-in before 9:00am Wednesday. Any attempt by booth exhibitors to move-in ON TUESDAY, will result in refusal at the loading door.

If you have not checked in with show management, either by phone or in person, by 5:00pm Wednesday, January 17th, your booth location may be sold at show management's discretion and all deposits will be forfeited. If you are a booth exhibitor, please bring your own dollies. Aisles are extremely narrow and chances are you will not be able to bring your vehicle into the building.

RETAIL TAX ENVELOPES: City, County and State tax envelopes will be provided to you at check-in. You **Must** return all tax envelopes no later than 4:00pm Sunday, January 21, 2018, to the show office. The taxing authorities require envelopes from all retail exhibitors where products or taxable services are exchanged. Checks only will be accepted as payment for taxes due. If you do not exchange products or taxable services during the show, you still must turn in the envelopes marked as "No Retail Sales".

COPYRIGHT MUSIC LAWS: Use of Copyrighted Music without authorization may result in copyright infringement leading to statutory damages. Please refrain from using any music during this event that is not properly authorized to be used on your behalf.

BOAT DEALER STAGING LOT: Free staging - for **MONDAY January 15th** only – has been arranged for BOAT DEALERS ONLY on **LOT # 7 (Backside Portion only)**. **Due to the Holiday, do not drop off any boats, trailers, etc. prior to 10:00am on Monday January 15th. Any items left on lot prior to 10:00am Monday January 15th will be removed at owner's expense.** Reference the campus map designated as parking on this website. **Remember this is free only on MONDAY Only.** After Monday, if you wish, you may store your empty trailers at your own risk on LOT # 10-A and Lot # 11 (Overflow only). However, there will be a \$20.00 fee per trailer, for the duration of the show. Please act accordingly and secure your property. All trailer parking arrangements and funds are to be arranged and paid for 2 weeks in advance of the show. Any trailers that have not been paid for and cleared in advance will be towed and impounded. **Staging space is extremely limited.** Please contact:

Toya Garrison - Parking Coordinator
Birmingham Jefferson Convention Complex
Direct 205-458-8446 Mobile 205-873-8149
2100 Richard Arrington Jr Blvd N, Birmingham, AL 3520
www.BJCC.org

Please do not call the Boat Show.

MOVE-OUT: January 21st - Sunday 5:30pm – 10:00pm (Building will be locked at 10:15pm).
January 22nd - Monday 8:00am – 12:00noon

ALL EXHIBITS MUST BE MOVED OUT BY 12 AFTER 12:00noon, YOU WILL BE CHARGED \$600.00 PER HOUR LATE FEE.

EXHIBITOR ENTRANCE: Exhibitors will be allowed into building 1 hour prior to show opening. No Exceptions. Credentials will be checked for admittance, no exceptions. Exhibitor entrances are at East Hall Main Entrance, South Main Entrance & North Hall Dock #2 Only.

HOTEL: Multi-story Sheraton Civic Center Hotel, adjacent to the Convention Complex and connected by an all-weather skywalk. Phone: 205.324.5000. Ask for special Boat Show rate of \$119.00 single/double + taxes. Reservations must be made by December 14th, 2017.

Please use **www.BirminghamBoatShow.com** to make your online hotel reservations. If you have a problem with your hotel reservation, contact Alex Abenoja – 205.307.3004 – Alexander.Abenoja@Sheraton.com at the Hotel.

PUBLIC ADDRESS ANNOUNCEMENTS *NEW POLICY*: Because of numerous complaints received from both exhibitors attempting to conduct business and general public, please note that during the 2018 Birmingham Boat Show, the Public Address system will only be used in the case of an emergency. The only exception will be those special attractions appearing during the show. Those attractions must be submitted in writing to show management at least 10 days prior to show to be scheduled. There will be no instant spot announcements without prior written approval. Also, no booth give-a-way winners will be announced. It is the individual booth exhibitor's responsibility to contact their give-a-way winners.

SECURITY CAMERAS: The Birmingham Jefferson Convention Complex has installed State of the Art "EYE IN THE SKY" Security Cameras, which are manned and recorded 24/7 by on duty security officials of the BJCC. Shoplifting is a serious crime. Shoplifting by the general public and exhibitors will not be tolerated and will be prosecuted by the Birmingham Boat Show, Inc., to the fullest extent of Alabama and Birmingham Statutes.

LOADING DOORS: Loading doors for the East Exhibit Hall are located on 11th Ave North, and loading doors for the North Exhibit Hall are located on 9th Avenue North.

PARKING: Parking is located directly under the East Exhibit Hall and the multi-story on-site parking garage. Do not park in, on or around any loading dock or loading door. Any vehicles found illegally parked around the Convention Complex will be towed at owner's expense.

SHOW OFFICE: During the move-in and throughout the show, the show office will be located at the foot of the escalator in the North Hall. Exhibitors will pick up their badges at this location. 10x10 exhibitors are limited to 4 exhibitor badges. Shift workers can use the Will Call as drop-off points for replacement workers. **Additional Badges are \$10.00 each.**

WILL CALL: A will call window will be manned outside the **East Entrance Only**. If you would like to leave tickets for customers or friends, **put the tickets in a sealed No. 10 business envelope with their name in the upper right hand corner.** If promised tickets cannot be found, the guard will instruct the customer to buy a ticket and present the stub to the exhibitor for reimbursement. **There are no exceptions.** Exhibitors will not be paged to the front entrance to let their customers in or give them tickets.

SPECIAL ADMISSION TICKETS: VIP Tickets will be sold at the Exhibitors Service Desk for \$8.00 each. These are for exhibitors to use to invite special VIP customers as their guests. **Limit 100 tickets per exhibitor. No refunds will be given for unused tickets.** Under Penalty of Law, these tickets cannot be sold or distributed outside the ticket windows of the show, or on adjacent grounds or any other venue.

ELECTRICAL AND TELEPHONE : The BJCC has requested you order your electrical and telephone services on-line. Please go on-line at www.BJCC.org For further info, call 205.458.8400

FORKLIFT USE: Veal Decorating will have forklift rentals available on site. See their online site for rental fees. Third party operators are prohibited. If you plan on using your company forklift or other heavy machinery on or within the grounds of the BJCC, you **MUST** provide our office with a copy of your corporate certificate of insurance.

DECORATOR AND SHIPPING: Veal Convention Services - 3016 8th Ave N – Birmingham, AL 35203 – 800-844-8325 or 205-328-1010. Veal Convention Services is the prime contractor for this show. **Outside contractors are prohibited.** Veal handles all carpet and furniture rentals. They also handle all shipping and storage of exhibits and materials, both into and out of show site. Show Management and Convention Center Staff **WILL NOT** accept any shipments sent directly to show site. Tables and chairs are not included in booth rental. Exhibitors can order online direct at veal.boomerecommerce.com If you don't have access to the internet, call Veal direct.

SIGNS & BANNERS: Exhibitors are prohibited from hanging their own banners or signs. Veal Convention Services will hang all banners and signs for a fee. **We highly suggest that due to the increased liability costs for putting up and taking down signs, your company contact Katie Clements katie@vealco.com in advance for a cost estimate on sign hanging and taking down.** Exhibitors may order this service using a Utility Service Order form found in the Prime Show Contractors kit from Veal Convention Services.

CARPET TAPE: Exhibitors are reminded to use special double sided carpet tape when adhering carpet to the floor. Upon removal, floor must be completely cleaned of residue or you will be billed a cleaning fee from the BJCC.

BALLOONS: Helium balloons and tanks are not allowed in the Birmingham Boat Show.

SMOKING: Smoking is not allowed in BJCC. Smoking area is located on Dock 2 & 4. *See Campus Map & locate Dock 2 & 4 at www.BirminghamBoatShow.Com
Please familiarize yourself with the terms contained in your Exhibit Space Contract and have a great show!

FIRE MARSHAL REGULATIONS:

This pertains to all vehicles, boats and other displays left inside the building on display.
*****FIRE MARSHAL INSPECTIONS WILL TAKE PLACE ON TUESDAY, WEDNESDAY and THURSDAY..**
*****ALL ENGINE PROPS & TRAILER HITCHES CANNOT STICK OUT IN THE AISLES*****
*****SPEED LIMIT INSIDE BUILDING – 5 MPH*****
*****Motorized Vehicles on Display, such as trucks or cars, cannot contain any more than one-quarter tank of fuel*****

1. **ALL STAIRS, RISERS AND DECKS MUST HAVE RAILINGS ATTACHED – INCLUDING BOAT & DOCK DISPLAYS.**
 2. **ABSOLUTELY NO FUEL OF ANY KIND ALLOWED IN BOATS. ABSOLUTELY NO LP FUELS ON BOARD.**
 3. **Gas tanks must be locked and taped. All batteries must be disconnected and connections duct-taped.**
 4. **All decorations will be flame proofed.**
 5. **No flammable cleaning fluids or chemicals stored inside the building.**
 6. **ABSOLUTELY NO PAINTING OF ANY KIND ALLOWED INSIDE THE BUILDING. The BJCC will charge violators up to \$750.00 per hour for damage repairs.**
 7. **All Canopied and or displays with roofs must have a minimum of 4 fully charged fire extinguishers attached within the structure.**
 8. **All other Fire Marshal Regulations will be enforced at the Fire Marshal's discretion as deemed necessary.**
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BOAT DEALER & DOCK COMPANY MOVE-IN SCHEDULE
THIS SCHEDULE WILL BE STRICTLY ENFORCED – BE ON TIME AND
DO NOT BE LATE

NORTH HALL ONLY:
TUESDAY JANUARY 16th, 2018

- 6:00 am... **Big Number One Motorsports – Wedowee Marine
Shelby Shores Marine – Smith's Marina and Drydock**
- 9:00 am... **Brech Marine – Tradesman – Humminbird Demo Trailer
University Marine – America's First Federal Credit Motorhome, Evans Marine**
- 11:00 am... **Russell Marine – Sylacauga Marine**
- 2:00 pm... **Hide-a-Way Harbor**

EAST HALL ONLY:
TUESDAY January 16th, 2018

- 6:00am..... **Skiers Marine (# 407 Only) – Nelems Marine – Singleton Marine Group
Rambo Marine, Freedom Marine Center**
- 7:00am..... **Poorhouse Marine**
- 9:00am..... **Flotation Systems – Duskin Point Marina (Docks Only) – BMS Marine**
- 10:00am..... **Woods Surfside Marina, Erwin Marine**

WEDNESDAY JANUARY 17th, 2018

- 8:00am.... **Skiers Marine (414-A Only), Duskin Point Marina Boats**