

EXHIBITOR MANUAL



PALM BEACH
INTERNATIONAL
BOAT SHOW

MARCH
21-24

PBBOATSHOW.COM



SHOW LOCATIONS AND SCHEDULE

SHOW LOCATIONS

101 S Flagler Dr, West Palm Beach, FL 33401

The show extends from South Flagler Drive and Trinity Place to North Flagler Drive and Banyan Boulevard along the waterfront.

SHOW HOURS

Thursday	March 21, 2024	12pm – 7pm
Friday	March 22, 2024	10am – 7pm
Saturday	March 23, 2024	10am – 7pm
Sunday	March 24, 2024	10am – 5pm

ADDITIONAL SHOW INFORMATION VISIT: www.pbboatshow.com

TICKETS AND CREDENTIALS

SHOW TICKETS

Show Days (Thursday-Sunday)	Exhibitor Price	Regular Price
Adult 1-Day Ticket	\$22.00**	\$33.00
• NEW – Exhibitor 4-Day Ticket	\$88.00**	
Adult 2-Day Ticket		\$60.00
Child 1-Day Ticket		\$17.00
Windward VIP 1-Day Ticket		\$390.00

Children 5 & Under are Free

**** If requesting Post-Paid tickets, Exhibitor ticket purchase requires an initial order minimum of 10 tickets. Upon invoice a \$100 activation fee will be applied in addition to the 10-ticket minimum.**

IMPORTANT:

- Due to new safety standards, paper tickets are no longer issued and there is no Will Call on show site.
- Exhibitor credentials and Post-Paid/Pay Now tickets are primarily digital and distributed through EventsPass.
- All exhibitors will receive a welcome letter with a link to create a password & account for EventsPass. Once completed, credentials and tickets orders can be placed and sent out to the appropriate person.
- Tickets/credentials can be managed on the vendor dashboard as well, including changing or editing the registration details and resending the tickets.
- If you would like printed badges, you may request them at the Credentials office(s) on show site.

*** If requesting Post-Paid, Exhibitor ticket purchase requires an initial order minimum of 10 tickets. Upon invoice a \$100 activation fee will be applied in addition to the 10-ticket minimum.**



GENERAL INFORMATION

The following information is to assist you with your participation in the 2024 Palm Beach International Boat Show. Please review the rules, regulations and schedules in this manual. Your cooperation is necessary to ensure a smooth set-up and timely presentation of the Show.

Admittance to the Show

Entrance to the Show grounds will be permitted each morning at 7:00 a.m. The show address is **101 S Flagler Dr, West Palm Beach, FL**. Show offices are located on the corner of Datura and Narcissus

Daily Close of the Show

In order to maintain security protection, it is requested that all exhibit personnel leave Show site within 30 minutes after the close of the Show each evening. Police and security staff have been instructed that only those with proper authorization (Credential with overnight access) are allowed to be on Show grounds after that time. **We will require a picture I.D. along with your Overnight Credential.**

Booth Exhibits – Standard Equipment

All standard booths except for waterfront booths will include Pipe & Drape, Standard Carpet, and Single 110V Electrical Outlet units are supplied with a standard 8 ft. high backwall drape and 3 ft. high sidewall dividers. All aisles are floored.

Cash & Carry – Sale of Merchandise

If you plan to participate in this program, the Cash & Carry form must be completed and returned to Informa Markets prior to March 1, 2024. No Exhibitor will be permitted to sell merchandise without submitting the Cash & Carry Form if you do not have a Florida State Sales Tax Certificate.

Please note: Sales tax is 7% in Palm Beach County.

Cleaning Personnel - Boats

If you are planning to use a cleaning service that is not part of your exhibit staff a Restricted Service Contractor Credential will allow them access to your exhibit between 6:00 a.m. and the Show opening each day. **A picture I.D is required Please note:** All outside contractors and cleaning firms must be; licensed, insured, and approved by Informa Markets.

Crate Storage – Material Handling

IF REQUESTING THIS SERVICE IT MUST BE DONE IN ADVANCE.

If your materials are received in advance to Show Management Convention Services warehouse, we will arrange for the delivery, storage and return of your empty crate(s). If you choose to deliver your materials to show site, and not use SMCS you must make arrangements to remove your crates and packing materials. These materials can no longer have empty stickers purchased at show site. This is due to the large quantities of materials handled in advance and the inability to plan for these additional packing materials. Materials coming in that are not going through SMCS will need to have proof of insurance, and appropriate CDL License, Class A or Class B. This is due to the ever-increasing cost of insurance and safety for all concerned and will be required prior to getting your vehicle pass at staging. SMCS will place all crates at the closest Informa Markets floating dock entrance point, for specific information please contact Show Management Convention Services.

SHOW INFORMATION

The following information is provided to assist you with your participation in the 2024 Palm Beach International Boat Show. Please review the rules, regulations and schedules. Your cooperation is necessary to ensure a smooth set-up and timely presentation of the Show.

Smoking Policy

All tent sites are nonsmoking. There are smokeless ashtrays on show site we encourage you to please use them.

Guide Dogs & Service Animals

Guide Dogs and Service Animals are welcome at the Palm Beach International Boat Show provided they are leashed or under similar control as appropriate. Since questions sometimes arise regarding Service Animals when the need is not obvious, we suggest that patrons have a certificate, license or some other document showing their need for their service animal. The owner takes full responsibility of his/her animal.

Bicycles, Rollerblades and Segway's

The riding of bicycles, Segway's and the use of rollerblades and "Heelys" (sneakers with embedded wheels) are prohibited at all times inside the Show.

Lost & Found

During the Show lost and found will be at the Show Office. Once the show is over please call Informa Markets at (954) 764-7642 to check on your lost item.

Medical

Any medical issues on show site please report to any Informa Markets employee, police officer or security guard.

Bag/Weapons Check

We will perform random bag checks of Exhibitors and attendees. This will take place at every entrance. In addition, we will have security dogs roaming the Show grounds.

Weapons Policy

Please read this entire policy before attending the Palm Beach International Boat Show. Failure to follow this policy may result in your removal from the Show facilities. The Palm Beach International Boat Show has a **No Weapons Policy**.

The following items are forbidden at the Palm Beach International Boat Show:

- Functional firearms (including handguns, long guns (shotguns and rifles), air soft guns, BB guns, cap guns, paintball guns, and pellet guns)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly strings, slingshots, water balloons, and water guns)
- Metal-bladed weapons (including axes, daggers, hatchets, knives, kunai, shuriken, swords, sword canes, and switch blades)
- Explosives (including firecrackers and fireworks)
- Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs, and nunchaku)
- Instruments which cause excessive noise (including vuvuzelas)

Admittance to the Show

Entrance to the Show grounds for Exhibitors will be permitted each morning at 7:00 a.m.

Daily Close of the Show

In order to maintain security protection, it is requested that all exhibit personnel leave Show site within 30 minutes after the close of the Show each evening. Police and security staff have instructions that only those

Important Information Regarding Empty Container Storage and Exhibit Breakdown

To accommodate move-out for the Palm Beach International Boat Show, we ask that you review and adhere to the following:

- An empty sticker along with a sticker for your breakdown day must be applied to each container going into storage. These stickers MUST be picked up at the Convention Services office.
- Empties will no longer be stored for exhibitors bringing in their own materials. These empties must be taken off the property by the exhibitor or a Material Handling charge will apply.
- All empty containers (crates, boxes, fiber cases, etc.) are stored on trailers off the property.
- **The return of empty containers will commence on Monday, March 25th.**
- NO CARRIERS will be allowed on the property until **Wednesday, March 27th** at which time loading will begin. **All carriers are required to go to staging.** Please be sure to advise your carrier of this.
- Bills of lading and labels can be picked up at the Convention Services office. Once completed, the form must be turned in to the office for proper shipping of your freight.
- While Informa Markets will take every precaution with all crated material, empty or full, each exhibiting company should maintain proper insurance coverage for all exhibit material. As this is an outdoor event, inclement weather is possible.
- In the event any shipment must be returned to our warehouse for shipping out (the specified carrier did not show, paperwork was completed incorrectly or not at all, etc.), there will be a return to warehouse charge per shipment. This charge must be settled before Informa Markets will release the shipment to any carrier.

Crate Storage – Material Handling

IF REQUESTING THIS SERVICE IT MUST BE DONE IN ADVANCE.

If your materials are received in advance to Show Management Convention Services warehouse, we will arrange for the delivery, storage and return of your empty crate(s). If you choose to deliver your materials to show site, and not use SMCS you must make arrangements to remove your crates and packing materials. These materials can no longer have empty stickers purchased at show site. This is due to the large quantities of materials handled in advance and the inability to plan for these additional packing materials. Materials coming in that are not going through SMCS will need to have proof of insurance, and appropriate CDL License, Class A or Class B. This is due to the ever-increasing cost of insurance and safety for all concerned and will be required prior to getting your vehicle pass at staging. ALL MATERIALS MUST BE DELIVERED TO THE DOCK AREAS VIA INFORMA EXHIBITIONS FLOATING DOCKS. SMCS will place all crates at the closest Informa Exhibitions floating dock entrance point, for specific information please contact Show Management Convention Services.

ALL VEHICLES MUST REPORT TO STAGING.

LOT @ THE CORNER OF SOUTH QUADRILLE & OKEECHOBEE

VEHICLES WILL NOT BE PERMITTED ON SHOW GROUNDS BEFORE

5:30 P.M. AND MUST HAVE A STAGING PERMIT.

BE SURE TO READ AND COMPLY WITH THE FOLLOWING PROCEDURES:

The procedures outlined below have been carefully planned to ensure that your exhibit may be removed from the Show in a timely manner. Please make sure that your driver(s) understands the following:

- All Exhibitors requiring vehicle access to Show grounds must report to staging before entering.
- After exhibits are ready for loading, security will clear your vehicle into the Show area for loading.
- It is requested that you clear the grounds as quickly as possible to make room for the next Exhibitor.
- A Set-up Official will be monitoring **VHF Channel 71** should you need to contact us.

In-Water Set-up

It is extremely important that you make special note of the Set-up schedule for your exhibit. After this time, the floating docks will be put in place and it will be impossible for any boat to go in or out until Tuesday, March 26th. PLEASE BE ON TIME. Remember that there are boats assigned to the removed sections of the floating docks and these Exhibitors cannot prepare for the Show until the sections are in place.

Moving Boats In-Water

A Set-up Official will be on hand in each dock area to assist in finding your location. Set-up Officials will be monitoring **VHF Channel 71**, should you need to contact us upon arrival.

Some final reminders:

- When arriving by boat, please obey posted speed limits and use proper boating safety rules and regulations.
- Be on time for your scheduled appointment.
- Familiarize all personnel with procedures.
- Please be patient.

PLEASE BRING AN ABUNDANT SUPPLY OF LONG LINES AND FENDERS

Cash & Carry - Sale of Merchandise

If you plan to participate in this program, the request form must be completely filled out and returned to Yachting Promotions, Inc. prior to March 1, 2024. No Exhibitor will be permitted to sell merchandise without submitting the Cash & Carry Form if you do not have a Florida State Sales Tax Certificate. **Please note:** Sales tax is 7% in Palm Beach County.

Cleaning Personnel (In-water)

If you are planning to use a cleaning crew that is not part of your exhibit staff a Restricted Service Contractor Credential will allow them access to your exhibit between 6:00 a.m. and the Show opening each day. **We reserve the right to request a picture I.D.** All outside contractors and cleaning firms must be licensed, insured and approved by Informa Markets. Refer to the credential section as to what information will be required for your credentials.

Credential & Passes

A Set-up/Breakdown Pass or your Exhibitor Credential must be worn during Set-up/Breakdown period in order to gain admittance to the Show grounds. The set-up and breakdown passes can be picked up at Credential Office or at staging.

The Set-up/Breakdown Pass will not be honored during Show Days you must have your credential and photo identification in order to gain entrance into the show. **Credentials must be ordered by the Exhibit Representative listed on the Space Contract. Credentials are NON-Refundable. NO Exceptions.**

Basic Security Recommendations

By now you should have arranged for Insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns

- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked.
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. **Under no circumstances** should such goods ever be left unattended. Plasma Screens & Flat Screens, televisions, DVD's, laptops, and other electronic devices are particularly vulnerable to theft.
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "Empty Storage", or behind the booth.
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be-thieves from selecting such items to steal at a later time.

Immediately report to the Show Office or to security, any suspicious activity or the presence of unauthorized visitors.

The last day of the Show is on Sunday, March 24th at 5:00 p.m.

Security during breakdown

One of the biggest problems faced by this or any show occurs during the breakdown of accessory exhibits. While there are procedures and security checks, it is impossible to control the rush of Exhibitors and their personnel removing materials from the Show. Exhibitors will not be permitted to remove items from the Show until 30 minutes following the close of the Show.

If you cannot remove your exhibit during this period, here are a few simple steps that should prevent any problems:

- Pack all exhibit materials at the close of the Show.
- Group all small items together and cover with tarps.
- Dismantle any display cases or signs that could be knocked over and damaged.
- Move all materials and carpet as far back from the aisles as possible.
- Return the following day as early as possible to begin removal of your exhibit.

Informa Markets assumes no responsibility for materials left in your exhibit areas.

Empty Crates

In order to ensure a smooth breakdown, we have added a scheduled time for empty crates storage indicating when they will be returned to your booth. Freight carrier's outbound times have also been listed for access to the show grounds. Should you have any questions or foresee any problems regarding these times contact our office immediately.

Forklift Service

Forklift service is available for off-loading and set-up of equipment. If you will require Forklift service, special handling or have unusual equipment, please complete, and return it with payment at least two weeks prior to your scheduled appointment.

Please note that empty labels will no longer be available for materials that require forklift services. These empties must be taken off the property by the exhibitor, or material handling charges will apply.

Credentials

IMPORTANT: Beginning ON **March 12**, a \$45.00 late fee will be assessed on any credentials ordered after the deadline date and replacement credentials. Additional credentials ordered that exceed the exhibitor's maximum allotment cost \$55.00 (a total of \$100.00 per credential if you are late and over allotment). Credentials are non-transferable and will be confiscated if misused. Please wear your Credential so that it can be easily seen during the Show. **We reserve the right to request I.D.**

The following is a list of the different types of credentials.

- **Booth, Land, Bulk & Open Floor Exhibitor** - For company executives and employees engaged in the presentation of your exhibit.
- **In-Water Exhibitor** - For company, executives and employees engaged in the presentation of your in-water exhibit.
- **Crew Members** - For those captains and crew members staying aboard during the Show.
- **Caterer** – For any outside catering services you require.
- **Participating Exhibitor** - For dealers working a manufacturer's exhibit or manufacturers or reps working a dealer's exhibit. There is a \$125.00 charge for each Participating Exhibitor Credential. Credentials ordered after **March 11th** will incur an additional \$45.00 charge per credential - the total price for a credential would be \$170.00.
- **Restricted Service Contractor** - For employees and outside contractors providing cleaning or servicing of your exhibit. Access to the Show grounds is from 6:00 a.m. until Show opening each day. **(Not valid during Show Hours)**

Credentials are NON-Refundable even if the registrant does not come to the show. NO EXCEPTIONS

Credential orders will only be released to the Exhibit Representative listed on the Space Contract, the designated Alternate Representative or to the individual whose name appears on the badge. Credentials will not be released until all balances and proof of insurance with Informa Markets have been cleared. All credential holders MUST have a valid picture I.D. in order to gain admittance to the Show grounds.

Tickets

We have changed the process to order Exhibitor Post-Paid tickets and Pay In Advance tickets - there are no longer paper tickets, all tickets are Electronic. Step-by-Step instructions on how to order your Tickets are displayed on each Show's website in the Exhibitor section. This new system eliminates on-site Will Call as the tickets will be sent via email to your client or guest which allows for great flexibility. Now you can email a ticket once you have confirmation that your client is coming to the show. To set up accounts for your brokers please provide us with an excel spreadsheet with their First Name, Last Name, and Email Address in individual columns we will have them added to the site.

Exhibitor Structures

Any Exhibitor wishing to build their own structure in lieu of using a tent must have such structure inspected by a licensed Florida structural engineer for written certification that such structure can withstand wind gusts of 60 miles per hour. Exhibitor shall furnish Informa Markets with such written certification from such structural engineering prior to commencement of the Show. The Exhibitor's failure to provide such written certification shall be considered grounds for removal from the Show. Such structures may also require a permit from the Zoning Department and the Fire Department, and Exhibitor must comply with all requirements from such entities.

Intent

The aisles are the property of the entire Show and each Exhibitor has the responsibility to assure proper flow of traffic through the entire Show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other

Exhibitors. Aisles must not be obstructed at any time.

Sound

No amplifiers or loud-speakers may be operated in individual exhibits. Self-contained, automatic motion picture equipment, slide projectors or other audio/visual equipment may be operated in individual exhibits only with the understanding and signed approval of Informa Markets. No television receivers will be permitted except those designed for marine use and exhibited by the manufacturer. Informa Markets reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Safety Precautions

All product demonstration involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibit personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by – products, such as dust, fumes, sparks, or flames, etc., must be approved in writing by Informa Markets thirty (30) days prior to the show opening.

RECEPTION RULES AND REGULATIONS

- Informa Markets must be notified in writing of date(s) and time(s) of any party or reception.
- All exhibiting companies that have a cocktail party or reception are responsible for the charges incurred for the clean-up of debris from the activity, in the event any exhibiting company schedules a cocktail party or reception without notification to Informa Markets the rates listed on the After-Hour Reception Form plus a 30% surcharge will be applied.
- All cocktail parties and receptions are limited to 10:00 P.M.
- It is the sole responsibility of the exhibiting company to notify delivering companies (catering companies, musicians, florists, etc.) to the Rules and Regulations and the drop off points at the Show. (Please refer to the rules and regulations located in the Exhibitor Manual and on the Contract for Exhibit Space).
- **No vehicles** will be allowed on the show property during show hours.
- All catering companies must deliver equipment and/or supplies at least one hour prior to show opening. Catering equipment cannot be removed from the premises until ½ hour **after** show closing. Absolutely no equipment can be removed during published show hours.
- The drop off point for any equipment entering the Boat Show during show days will be located on the street at the front entrance of the show. Any vehicle must be unloaded at the designated spot on the street and removed immediately.
- Equipment must be rolled through on a dolly or handcart provided by the caterer or supplier, or hand carried.
- Any musicians, bands, and/or other talents and any equipment to be used by them must abide by the same rules for the delivery of their equipment. Refer to the rules and regulations located in the Exhibitor Manual and your Contract for Exhibit Space for detailed information.
- Please be sure that all guests have an admission ticket. In order to access the show property, each guest must have an admission ticket, either purchased or a guest ticket provided by the exhibiting company. **Invitations alone**, does **not** admit any guest onto the show property during show hours.
- You must provide one of your personnel to be at the gate throughout the event.

Five (5) copies of the invitation must be sent to Informa Markets prior to March 4, 2024.

HOTEL, MEETING and EVENT SERVICES

onPeak is the only official hotel provider for the Palm Beach International Boat Show 2024.



Benefits of booking with onPeak:

- Pay Delay
- No Fees
- Flexible Change and Cancellation Policies.
- Group Reservations
- Hotel Rewards Points
- Support

We encourage you to book through onPeak for the best selection of hotels, availability, and price. Don't wait, rooms will run out!

Making your reservation is easy:

- Online at OnPeak - <https://compass.onpeak.com/e/012607084/5>
- By phone:

US: (855) 742 9183 Toll-Free

International: (312) 527 7300

AIRPORT TRAVEL:

Delta Airlines: Discount Available
United Airlines: Discount available
Southwest Airlines: Discount available

Use code: **NM2Y8** at www.delta.com
Use code: **ZNRY768389** at www.united.com
Use code: **99542015** at www.swabiz.com

LOCAL AIRPORTS:

Palm Beach International Airport
1000 Turnage Boulevard
West Palm Beach, FL 33406
Phone: (561) 471-7420

Fort Lauderdale/Hollywood International Airport
320 Terminal Drive
Fort Lauderdale, FL 33315
Phone: 954/359-1200

BANKING

Bank of America

625 N. Flagler Drive, 10th Floor
West Palm Beach, FL 33401

Phone: 561/838-2356

Wells Fargo

303 Banyan Blvd.
West Palm Beach, FL 33401

Phone: 561/838-5210

Chase

1325 N. Congress Ave
West Palm Beach, FL
33401

Phone: 561/640-4521

RESTAURANTS

E.R. Bradley's

104 Clematis Street

West Palm Beach, FL 33401

Phone: 561/833-3520

Pizza Girls Inc.

114 Clematis Street South

West Palm Beach, FL 33401

Phone: 561/833-4004

Legal Seafood (City Place)

550 South Rosemary
Avenue

West Palm Beach, FL 33401

Phone: 561/838-9000

HOSPITAL & MEDICAL CENTERS – Emergencies Dial 911

Good Samaritan Medical Center

1309 North Flagler Drive

West Palm Beach, FL 33401

Phone: 561/655-5511

RULES AND REGULATIONS

1. Informa Markets

The "PALM BEACH INTERNATIONAL BOAT SHOW" is produced and managed by Informa Markets. All decisions regarding space assignments, nature and style of exhibit, floor management before, during and after the Show hours shall be made by Informa Markets. Informa Markets shall have full power in the interpretation and enforcement of these rules and regulations and the power to make amendments thereto and such further rules and regulations as they shall consider necessary for the proper conduct of the Show.

2. Character of Exhibits

Only those products or services directly related to the design, construction and use on recreational boating and the marine industry will be eligible for display and only with the written approval of Informa Markets. Exhibitors shall display their products and conduct their business only within their assigned space. No placard, stickers or other signs relating to non-exhibiting firms will be allowed in individual exhibits or anywhere else in the Show. Lotteries, drawings, guessing games, or prize contests of any kind sponsored by individual Exhibitors are subject to Informa Markets prior written approval. No horns or alarms, whether part of the equipment of boats or separate exhibits, will be permitted to be operated. Flashing signs or lights and revolving flasher lights are prohibited. No amplifiers or loudspeakers may be operated in individual exhibits. Self-contained, automatic motion picture equipment, slide projectors or other audio/visual equipment may be operated in individual exhibits only with the understanding and signed approval of Informa Markets.

No television receivers will be permitted except those designed for marine use and exhibited by the manufacturer. No advertising or printed matter, which, in the opinion of Informa Markets, is undignified or otherwise objectionable, shall be distributed. Exhibitors have the right to distribute catalogs and other printed matter, approved by Informa Markets, from the space occupied by them, but in no other way. No open-flame devices, welding, cutting or razing equipment; ammunition, radioactive devices; flammable liquids; blasting agents or explosives; aerosol cans with flammable propellant; gas-operated cooking equipment, materials and operations that increase risk to fire and life safety. No liquid propane. Any vehicle displayed in the Show must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank fuel. Use of glitter and confetti is not permitted. Animals and pets of any kind are not permitted. Any and all unsafe conditions or activities will be terminated immediately upon request. The Show will remove disruptive parties as necessary. Adhesive backed decals and stickers may not be distributive. Informa Markets reserves the right to decline or prohibit any exhibit or proposed exhibit or to prohibit any activity at an exhibit, which in its opinion, is not suitable for the PALM BEACH INTERNATIONAL BOAT SHOW. This reservation concerns persons, things, decorations, conduct, printed matter, souvenirs, catalogs and all other things, which affect the character of the Show.

3. Payment for space

Application for space must be submitted on the official contract application form and must be accompanied by the deposit specified therein. After allocation of space, each applicant must execute a signed contract for space with Informa Markets and make additional payments as provided in said contract. **CREDENTIALS WILL NOT BE RELEASED UNTIL ALL PAYMENTS FOR SPACE RENTAL HAVE BEEN MADE AND PROOF OF INSURANCE FOR THE SHOW HAS BEEN RECEIVED.**

4. Subleasing

Exhibitors may not sublease, assign or apportion their space. No more than one firm may exhibit in a single space without the written permission of Informa Markets. No goods or products other than those manufactured or sold in the regular course of business shall be displayed by Exhibitor.

5. Land & Bulk Exhibits

Boats and trailers must be within the boundaries of their space. Boats or engines that are unloaded must be placed with the proper equipment to assure the safety of the public and your company. Informa Markets shall have no liability regarding this procedure. Individual Electric service is not provided in the Land exhibit area however, service is available at the Exhibitor's expense.

6. In-Water Exhibits

Electric service is available at each slip as shown on the enclosed Show Management Electrical Service Order Form. Should your boat(s) require special service not identified on the form, please call our office. It is essential that you fill out the form in this manual and return it along with the deposit required before the deadline. Orders received after the deadline will be charged at the standard rate. Boarding devices, signs and other exhibit materials placed on the floating docks must not protrude more than 24 inches from the edge of the dock. Please submit a drawing showing your proposed signs or displays that would protrude onto our docks. No nailing or anchoring allowed, we need complete access to the side boards on our floating docks that allow us to service the water and Electric which is in the utility track. We reserve the right to remove any obstruction to the side boards of the dock.

7. Light & Power

Sufficient lighting will be provided for general illumination of the entire Show area. Exhibitors requiring special lighting, or an electric outlet should see the Show Management Electrical Service Order Form in this manual.

8. Care and staffing of Exhibit

Informa Markets will arrange for cleaning docks, tent and general Show area. Exhibitors must, at their own expense, keep their exhibit area clean, boats washed, and total exhibit in a first-class condition. No pets will be allowed on the Show grounds at any time. Each Exhibitor is responsible for the space occupied and shall make, at its sole cost and expense, all repairs thereto, made necessary by the negligence of the Exhibitor, its licensees, employees, agents and visitors.

EXHIBITS MUST BE ADEQUATELY STAFFED AT ALL TIMES DURING SHOW HOURS AND NOT LEFT UNATTENDED.

9. Installation and removal of Exhibits

All exhibits must be removed in accordance with the breakdown schedule. Any exhibit or boat not removed on a timely basis will be removed and stored at the Exhibitor's expense. The set-up and breakdown schedules as identified in this Exhibitor's Manual must be strictly adhered to for the safety and convenience of all Exhibitors and the timely presentation of the Show. Please pay particular attention to the schedule as it relates to your exhibit. Installation and removal of exhibits shall be made at the expense of the Exhibitor. Forklift/Crane service will be available upon request in advance. Requests for special services should be made in writing at least fifteen (15) days prior to the Show opening. A service desk will be set up during the installation period to receive orders for any special services required to coordinate the activities of all service personnel. A Set-up Official will be on hand to assist Exhibitors during the installation period.

10. Ordinance Compliance

All Electrical, Fire and Health Department regulations, and all City, State, and Federal laws shall be complied with by all Exhibitors.

11. Hours of Exhibition

ABSOLUTELY NO DISMANTLING OF ANY PORTION OF ANY EXHIBIT WILL BE ALLOWED PRIOR TO 30 MINUTES AFTER SHOW CLOSING. Informa Markets reserves the right to alter the Show hours without advance notice to Exhibitors and to require immediate evacuation of the Show site including, people and/or exhibits in the event of a hurricane, tornado, storm or other "Acts of God" or government interference, without liability to the Exhibitors.

12. Indemnity Insurance

Neither Informa Markets, the MIAPB (Marine Industry Association of Palm Beach County) nor their representatives or agents ("indemnified parties") shall be liable or responsible for any injury to Exhibitors, or their employees, or guests, or visitors while within the confines of the Exhibit Space or while on any boat (or boarding device thereto) which the Exhibitor has in the water at the Boat Show; nor shall they be liable for the loss or damage to any goods from any cause whatsoever while the same are in transit to or from the Show, or while they are located in the Exhibit Space. Exhibitor hereby indemnifies and holds the Indemnified Parties harmless from any and all such claims, liabilities, damages and expenses (including attorneys' fees) arising from the foregoing injuries, losses or damages. The indemnity provisions contained herein shall survive the expiration or earlier termination of this Agreement. Exhibitor shall be responsible at its expense for obtaining commercial general liability insurance with minimum limits of \$1,000,000.00 per occurrence and shall provide a certificate of insurance not less than 45 days prior to show opening naming Informa Markets as an additional insured.

ENVIRONMENTAL RULES AND REGULATIONS CAPTAINS AND CREWS

The Department of Environmental Regulation provides the following information. Please follow all regulations so that we may continue to produce this show every year. These regulations will be enforced. Please enter the show area at idle speed.

PLEASE PAY ATTENTION TO THE FOLLOWING:

- NO WAKE ZONE
- MANATEE AREA
- NO FUELING OF VESSELS
- NO SEWAGE DUMPING
- VESSEL SEWAGE PUMP OUT IS PROHIBITED
- NO CHEMICAL PRODUCTS FOR CLEANING VESSELS
- NO CONTAMINATED BILGE PUMPING
- NO PROPULSION ENGINE OPERATION
- NO REPAIR OR MAINTENANCE OF ENGINES ON SITE
- NO HULL CLEANING INVOLVING SCRAPING OR JET WASHING

BEST MANAGEMENT PRACTICES

Discharge of Sewage from Vessels (excludes "Gray water"):

Marine facility operators shall advise all tenants of the following: It is illegal to discharge sewage from vessels into the waters. Illegal discharge of sewage from vessels is subject to stiff fines and repercussions.

Waste Oil:

This includes waste engine oil, transmission fluid, hydraulic oil, and gear oil. Waste oil must be stored in non-leaking container clearly marked "waste oil" on an impermeable surface, and covered in a manner that will prevent rainwater from entering the container. Oil spills must be removed from the site by a

permitted waste oil transporter and receipts retained for inspection.

New Oil:

This includes new engine oil, transmission fluid, hydraulic oil, and gear oil. These petroleum products must be kept in non-leaking containers on an impervious surface and covered in a manner that will prevent rainwater from entering the container. Leaking containers must be emptied promptly upon detection, either by transferring the product to a non-leaking container or by disposing of it in the "waste oil" container.

Anti-Freeze Engine Coolant:

Anti-freeze is considered a hazardous product and when drained from an engine, it must be stored in a clearly marked container on an impervious surface, under cover. It cannot be disposed of down a storm drain or sanitary sewer. It must be removed from the site by a permitted liquid waste transporter, and receipts must be retained for inspection. Care must be taken in handling these products and spills cleaned up promptly at the time detected.

Bilge Waste Water:

Bilge wastewater and "gray" water that is not contaminated by oil, fuel or other regulated containment's may be discharged onto surface waters or on land. Federal, state and local regulations prohibit the discharge of bilge wastewater and "gray" water that is contaminated by oil, fuel or other regulated containment's. Boat owners shall be liable for complying with these regulations. "Gray" water shall mean wastewater from galley operations (dishwashing) and from hand basins and showers.

Used Lead-Acid Batteries:

These must be stored on an impervious surface, under cover, and sent to or picked up by an approved recycler. Receipts must be retained for inspection.

Pressure Cleaning:

The use of high or low-pressure water cleaning equipment for the initial rinse-off of a vessel hauled from the water is acceptable. However, any accumulated algae, oyster or barnacle build-up must be properly collected and disposed of in the regular trash. The use of this equipment to remove bottom paint from hulls shall be restricted to an area with an impervious surface, where the wastewater shall be contained, collected and treated to remove paint solids to meet the sanitary sewer standards. If standards are not met, further treatment will be required prior to discharging to the sanitary sewers.

Washing by Hand Above Waterline:

Detergents and cleaning compounds used in washing boats shall be biodegradable. The waste water generated by washing boats by hand shall not be considered an "industrial waste" or "other waste" as defined in chapter 24.

Sanding Hull or Topsides with Power Tools:

Permitted facilities shall set and enforce their own rules in regard to the use of power sanding tools. However, the sanding dust generated by this activity must be swept up and disposed of with the regular trash and may not be intentionally discharged into a storm drain or onto surface waters.

Waste Gasoline:

Must be stored in a non-leaking container or impervious surface and covered to prevent rain water from entering the container. The container must be clearly labeled "waste gasoline" and the storage location must conform to local Fire Codes. Whenever, possible waste gasoline shall be filtered and used as fuel. Waste gasoline shall not be discharged to the ground, storm sewers, or to surface waters. Waste gasoline must be removed from the site by a waste transporter permitted to handle this waste product and receipts must be retained for inspection.

Waste Diesel, Kerosene, and Mineral Spirits:

These must be stored in non-leaking containers on an impervious surface, and covered to prevent rain water from entering the container. Each container must be clearly labeled with its contents. The storage locations shall conform to local Fire Codes. The disposal of these waste products must be by a waste transporter permitted to handle such wastes, and receipts must be retained for inspection. Waste petroleum products shall not be discharge to the ground, storm sewers or to the surface waters.

Grease:

Spilled or waste grease shall be collected and put into the waste oil container. Residues remaining on the ground may be absorbed with "spill-dry" or a similar product and disposed of with the regular trash.

FLORIDA TAXATION of BOAT SHOW EXHIBITORS

SALES and USE TAX

GENERAL RULES

A **seven percent** sales tax is imposed on every "retail sale" of tangible personal property within Palm Beach County, Florida. Some counties impose additional local optional or discretionary surtaxes: 6.5%,7% etc." Retail sales include sales that take place in Florida and "mail order sales" by companies who are required to register as dealers under Florida's sales tax law.

A "dealer" is any person who, among other activities, does the following:

- 1) sells tangible personal property;
- 2) solicits sales of tangible personal property;

- 3) leases tangible personal property;
- 4) sells, provides, or performs a taxable service; or
- 5) imports tangible personal property for use, consumption, distribution, or storage.

Sales tax is not imposed on “sales for resale,” that is, sales to persons or companies who themselves are registered as Florida sales tax dealers and purchase the item for resale. A dealer who makes a “sale for resale” to another dealer must obtain and keep on file a Florida resale certificate from the purchaser to document the exempt status of the sale. If a company makes sales in Florida, including sales at a boat show, it must register as a dealer with the Florida Department of Revenue (DOR) and must collect sales tax on its sales or obtain and keep on file Florida resale certificates. As long as it is required to be registered as a dealer with the DOR, a company must collect sales tax on Florida sales and must submit monthly sales tax returns and remittances to DOR. If an article of tangible personal property is brought into Florida and is subject to use tax, the DOR will allow credit for sales or use taxes paid to another state, U.S. territory or the District of Columbia. Credit cannot be given for taxes paid to another country. Purchasers who cannot show that Florida’s or another state’s sales tax has been paid at rate equal to or greater than Florida’s rate) upon the purchase of tangible personal property must pay use tax on the cost of the item.

EXAMPLES

Please Note: The Following examples are based upon the premise that an out-of-state exhibitor’s only presence in Florida is attendance at no more than a few Florida boat shows. Any additional presence or activities conducted by out-of-state exhibitor within Florida may result in different answers to some of the examples.

Sales at Boat Show for Immediate Delivery

Example 1: Exhibitor Who Makes Only Retail Sales at Boat Show

An out-of-state exhibitor attends a Florida boat show. Boats or accessories are sold or delivered at the show only to retail customers. This exhibitor must register with the DOR as a dealer, collect the sales tax on all retail sales made at the show, and file monthly sales tax returns.

Example 2: Exhibitor Who Makes Only Wholesale Sales at Boat Show

An out-of-state exhibitor attends a Florida boat show. Boat or accessories are sold or delivered at the show only at wholesale to persons who are registered as sales tax dealers. If the exhibitor has signed an Exhibitor’s Agreement, which prohibits it from making retail sales but allows it to make wholesale sales, the exhibitor is not required to register with the DOR as a dealer, or collect tax on the sales, because only sales for resale are made. If the exhibitor has not signed an Exhibitor’s Agreement, the exhibitor must register with the DOR as a dealer. In either case, the exhibitor must obtain and keep on file Florida resale certificates from the purchaser to document the exempt status of the sales.

Example 3: Exhibitor Who Makes Both Retail and Wholesale Sales at Boat Show

An out-of-state exhibitor attends a Florida boat show. Boats or accessories are sold or delivered at the show both on a retail and wholesale basis. This exhibitor must register with the DOR as a dealer, collect the sales tax on all retail sales made at the show, and file monthly sales tax returns remitting the tax on such sales. Florida resale certificates must be obtained and kept on file from all wholesale purchasers, to document the exempt status of those sales.

Sales at Boat Show for Future Delivery outside Florida

Example 4: Exhibitor Who Takes Order at Show for Future Delivery Outside Florida

An out-of-state exhibitor attends a Florida boat show. Orders are taken for boats or accessories at the show for future delivery to an address outside of Florida. These orders are subject to acceptance or rejection at the exhibitor's home office following an appropriate credit check, etc. The exhibitor is not required to collect the sales tax on these transactions, whether or not the exhibitor is registered as a Florida dealer.

Sales at Boat Show for Future Delivery In Florida

Example 5: Exhibitor Who Takes Orders at Show for Future Delivery in Florida but Does Not Receive Full Payment at the Show

An out-of-state exhibitor attends a Florida boat show. Orders are taken for boats and accessories at the show for future delivery to a Florida address.

Case A: The Purchaser makes a deposit or partial payment at the boat show. The balance of the purchase is paid to the exhibitor after the exhibitor returns to the home office, for example, by wire transfer or by check mailed to that office. The exhibitor is not required to collect the sales tax. This transaction is completed outside Florida and is not treated as a Florida sale. The purchaser is required to pay a use tax upon receipt of the boat or accessories.

Case B: The purchaser pays for the goods by credit card. The credit card transaction is processed for authorization at the exhibitor's home office after the conclusion of the show.

The exhibitor is not required to collect the sales tax. This transaction is completed outside Florida and is not treated as a Florida sale. The purchaser is required to pay a use tax upon receipt of the boat or accessories.

Example 6: Exhibitor Who Takes Orders for Future Delivery in Florida But Does Receive Full Payment at the Show

An out-of-state exhibitor attends a Florida boat show. Orders are taken for boats or accessories at the show for future delivery to a Florida address. The purchaser completes payment for the goods in Florida, either by cash, a check for the full purchase price, or a credit card for which authorization is obtained during the show. This exhibitor is not required to collect the sales tax on these transactions, even if the exhibitor is registered as a dealer. The purchaser is required to pay a use tax upon receipt of the boat or accessories.

Sales After the Show to Florida Residents

Example 7: Exhibitor Receives Post-Show Telephone or Mail Orders from Florida

An out-of-state exhibitor attends a Florida boat show. After the exhibitor returns home, orders are received by telephone and mail for boats or accessories to be shipped to Florida. This exhibitor is not required to collect the sales tax on these transactions, even if the exhibitor registered as a dealer. The purchaser is required to pay a use tax upon receipt of the boats or accessories.

Example 8: A Florida Resident Visits the Manufacturer's Plant after a Show And Places an Order for Delivery into Florida

An out-of-state exhibitor attends a Florida boat show. After the exhibitor returns home, a Florida resident visits the plant and places an order for delivery into Florida. The exhibitor is not required to collect the sales tax on this transaction, even if the exhibitor has been required to register as a Florida dealer because of the boat show activities. The seller must document that the purchaser was physically present at the plant when the sale was made to avoid any question about the tax status of the transaction. The purchaser is required to pay a use

tax upon receipt of the boat or accessories.

Related Issues

In addition to liability for Florida sales tax, exhibiting at a Florida boat show may trigger liability for one or more of the following:

- payment of Florida corporate income tax
- payment of Florida intangible property tax
- qualification as a foreign corporation with the Florida Secretary of State

The following is a general summary of these requirements:

Florida Corporate Income Tax (Chapter 220, Florida Statutes)

An out-of-state corporation whose only activities in Florida during its taxable year consists of attending boat shows and soliciting orders that are approved or rejected outside Florida (e.g., are approved at the exhibitor's home office after a credit check) and are filled by shipment or delivery from outside Florida is not subject to the Florida corporate income tax. If an out-of-state corporation sells and delivers boats or boating accessories at a Florida boat show or solicits and approves orders at a Florida boat show for future delivery into Florida, may be subject to the Florida corporate income tax. Except in limited circumstances, an S-Corporation is not subject to the Florida corporate income tax, regardless of the extent of its activities in the state.

Florida Intangible Property Tax (Chapter 199, Florida Statutes)

A person who transacts business in Florida and on January 1 has receivables derived from business in the state, is liable for Florida intangible tax on the value of those receivables. An out-of-state person whose boat show activities are considered to be business regularly conducted with customers in Florida will be subject to this intangible tax. The tax return is due by June 30th. **Qualification with Secretary of State as Foreign Corporation** (Section 607.1501, Florida Statutes) An out-of-state corporation whose only activities in Florida consist of soliciting boat show orders that are approved or rejected outside Florida before they become contracts (e.g., are approved at the exhibitor's home office after a credit check) is not required to register with the Florida Department of State as a foreign corporation. If an out-of-state corporation sells and delivers boats or boating accessories at a Florida boat show or solicits and approves orders at a Florida boat show for future delivery, then it may be required to register as a foreign corporation.

HOW TO CONTACT THE DEPARTMENT OF REVENUE

The DOR will provide more detailed information on tax matters upon request. For forms and general information, call Monday - Friday, 8 a.m. to 5 p.m. ET, at 1-800-352-3671. For specific questions regarding boats, contact the Boat Enforcement Unit, 5050 W. Tennessee Street, Building H-1, Tallahassee, Florida 32399-0100; (850) 488-3821. To obtain detailed written responses to your questions, write the DOR at Technical Assistance and Dispute Resolution, P.O. Box 7443, Tallahassee, Florida 32314-7443. The Miami service center to contact for additional information or forms is Suite 119, 8175 N.W. 12th Street, (305) 470-5001.



2024 KEY
PERSONNEL

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