

presents



October 9-11, 2020

JBM & Associates would like to thank you for participating in the Wilmington Boat Show.

Enclosed you will find pertinent information as well as COVID 19 Guidelines to help you prepare for the show.

COVID 19 updates for guidelines will be updated accordingly and found on the show website.

JBM & Associates:

1282 Pendleton Street Greenville, SC 29611 O: 864-250-9713 F: 864-250-0434 email@JBMShows.com

Jacqui McGuinness, President

C: 843-364-0218 Jacqui@JBMShows.com

Debbie Taylor, Operations Director

C: 864-884-4435

Debbie@JBMShows.com

Chelsea Lupo, Event Manager/Sales Director

C: 864-434-3346

Chelsea@JBMShows.com

Show Hours:

Friday, October 9, 2020: 12pm to 6pm Saturday, October 10, 2020: 10am to 6pm Sunday, October 11, 2020: 10am to 5pm

Water Taxi Schedule:

Friday, October 9, 2020: 12pm to 6:30pm Saturday, October 10, 2020: 10am to 6:30pm Sunday, October 11, 2020: 10am to 5:30pm

Pick Up and Drop Off Locations: Battleship NC Dock and

the Outside of the Pier, Dock I

Tickets:

Friday Only - \$5 all tickets Sat & Sun (4 and older): \$8 Children 4 to 12: \$5 Children 3 and Under: Free

Show Locations:

Wilmington Convention Center

515 Nutt Street Wilmington, NC 28401

Port City Marina

10 Harnett Street Wilmington, NC 28401

Pier 33

10 Harnett Street Wilmington, NC 28401

Discounted Hotel Accommodations:

Visit www.wilmingtonboatshow.com for hotel information. We encourage you to book through the links provided so JBM is able to track the economic impact for the show. Booking here, you will continue to receive reward points.

Show Layout:

Visit

https://www.expocad.com/host/fx/JBMshows/wbs2 0/exfx.html

Final Payment:

The final payment for exhibit space is due September 6, 2020.

Certificate of Liability Insurance:

Your Certificate of Liability Insurance is due September 6, 2020. See section 7 of your contract for details. If you need to purchase temporary coverage for the event, please click on the link below:

https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=sLmM9bd4VmI\$

Credentials & Additional Tickets:

Vendor badges will be distributed at the Vendor Registration Desk upon move-in. Lanyards will be provided by Yamaha Motor Corporation. Badges will list your company name only and not individual names. The Vendor Registration Desk will be located in the lobby, directly inside the Convention Center entrance from Nutt Street. Additional badges may be purchased for \$5 each if lost or stolen or if you have additional employees working in your exhibit space.

Guest Tickets:

Discounted guest tickets may be purchased by completing the form in this kit or by purchasing them on-site at the Vendor Registration Desk. Guest tickets can be mailed to you in advance or can be left at Will Call for pick up.

Will Call:

Will Call tickets will be available for pick up from the Box Office located in the Marina Concourse Lobby of the Convention Center.

Booth Information:

10x10 Booths 1-35: Convention Center Ballroom 10x10 Booths: All others outside

Outside booths include a 10x10 high peak tent. If you would like to bring your own tent, please notify Chelsea@JBMShows.com prior to September 20, 2020. Tables and chairs are NOT included. These items can be rented from the event decorator or you are welcome to bring your own.

Outside Booth Move-In:

Schedule will be emailed two weeks prior to show

Convention Center Booth Move-In:

Schedule will be emailed two weeks prior to the show.

All Booths Move-Out:

Sunday, October 11, 2020: 5pm to 9pm
*ALL BOOTHS MUST BE MOVED OUT BY 9PM ON
SUNDAY NIGHT. NO EXCEPTIONS.

Event Decorator:

To order additional booth furnishings, including power supply on all outside exhibit spaces, please visit PRX Exposition Services online at

https://prexposition.boomerecommerce.com. The preorder discount deadline is September 20th. All orders must be received with payment in full by this date to receive discounted pricing. Customized logins will be emailed to all registered vendors for online access. For questions contact Rebecca Wolfe at 803-978-9703.

*No tents allowed inside the convention center!

Convention Center Only Electrical Order Form:

Visit

https://www.wilmingtonconventions.com/exhibit/#f aclity services

Move-In/Move-Out Schedule: Bulk Space/Boat Dealers:

A schedule will be e-mailed to you directly from Debbie Taylor, Operations Director, approximately two weeks prior to the show.

Wi-Fi:

Wi-Fi is NOT complimentary and must be purchased by the convention center using the utility form.

ATM:

An ATM is located inside the Convention Center, by Ballroom A.

Forklifts:

All vendors needing a forklift will need to rent a forklift from PRX Exposition Center. Drivers must bring a copy of their certification to the WCC.

Vendors outside of the convention center property will need to rent a forklift from a local company of their choice.

**Forklifts are not allowed on the Riverwalk.

Convention Center Vendors Drayage: Vendor Material Handling/Drayage:

PRX Exposition Services will receive packages Wednesday, October 7, 2020 through Friday, October 9, 2020 only. **No shipments will be accepted before Wednesday, October 7, 2020.** All items must be shipped to:

> C/O PRX Exposition Services Wilmington Convention Center 515 Nutt Street Wilmington, NC 28401

PRX charges a material handling fee based on total shipment weight. To arrange material handling services, please visit

https://prexposition.boomerecommerce.com and login using the username/password provided to you in an email sent from prx@prexposition.com. Please note: Vendors are responsible for scheduling package pickups with their carrier of choice after the show and providing outbound shipping paperwork to PRX. A PRX representative will be available at move-out should you have any questions or need assistance with outbound scheduling.

Sales Tax:

The North Carolina Department of Revenue Sales Tax Forms will be distributed at the show, or you will be contacted directly by a representative.

Security:

Overnight security will be provided on Thursday, Friday, and Saturday night. JBM & Associates is not responsible for stolen or damaged merchandise or displays. Please be sure to secure or take valuables with you at night.

Show Office:

The show office will be located inside the Convention Center, in meeting room #105, beginning Wednesday, October 7, 2020 at noon.

Vendor Parking:

Please see the enclosed map for designated vendor parking. Vendor parking will be in the Cape Fear Community College Student Lot 2 on a first-come, first-served basis. Each vendor will receive two parking passes to enter the lot, upon picking up your badges at the Vendor Registration Desk in the lobby of the Convention Center. You must DISPLAY a pass to park in this lot and it is a first come-first served basis only. If no pass is displayed, your vehicle will be towed!

Trailer Storage:

Location One – Front of CFCC Boat Building Lot Location Two - Bottom of the Vendor Parking Lot on the map.

**See show management for pass to these lots

Sea Trials:

Boat dealers who are demoing boats during the show are REQUIRED to monitor channel 16. It is required by law that you adhere to all posted 'no wake' rules. Violators will be issued citations. Please refer to the map in this kit for permitted sea trial zones designated specifically for the duration of the show.

Vendor Banners:

Beginning Friday morning, vendors are permitted to hang banners on the railing surrounding the perimeter of the marina with zip ties only. Weather permitting, if your banners are removed due to high winds, you may retrieve them from the Show Office. It is the vendors' responsibility to retrieve their personal property from the Show Office prior to the close of the show.

*Absolutely no drilling or structural removal in the

*Absolutely no drilling or structural removal in the marina area for use of tents, banners, flags, or other items.

Pipe and Drape:

Bulk space vendors may rent pipe and drape from PRX Exposition Services.

Early Move-Out:

Out of respect and for the safety of all vendors and attendees, exhibit/boat removal prior to the final day's close of show is strictly forbidden. If there is a major emergency, please communicate with show management to discuss your plan.

VENDOR CHECKLIST

Forms	Return To	Deadline Date
Final Payment for Exhibit Space	JBM & Associates	September 6, 2020
Certificate of Liability Insurance	JBM & Associates	September 6, 2020
Prizes and Giveaways Form	JBM & Associates	September 15, 2020
PRX Exposition Services Pre-Discount Online Form	PRX Exposition Services	September 20, 2020
Guest Ticket Order Form	JBM & Associates	October 2, 2020
Wilmington Convention Center Service Forms	Wilmington Convention Center	September 29, 2020

NO WAKE ZONES AND DEMO RIDE PERMISSION AREAS MAP

Sea Trials:

Boat dealers who are demoing boats during the show are REQUIRED to monitor channel 16. It is required by law that you adhere to all posted 'no wake' rules. Violators will be issued citations. Sea trial zones designated specifically for the duration of the show are indicated on the map below.





GUEST TICKET ORDER FORM

COMPANY:			
NAME:			
ADDRESS:			
PHONE: ()			
DESIRED QUANTITY:			
\$5 GUEST TICKETS			
#			
CREDIT CARD #			
EXP. DATE SECURITY CODE			
MAIL MY TICKETS			
MALE WITH CREES			
HAVE MY TICKETS READY FOR PICK-UP AT VENDOR REGISTRATION			

JBMShows.com

Email form to **Debbie@jbmshows.com** or fax to 864.250.0434.

*Discount tickets may also be purchased at the Show Information Desk.

MARKETING OPPORTUNITIES: PRIZES & GIVEAWAYS

Deadline Date: September 15, 2020 (We will accept prizes after this date, however, anything contributed past this date may not be listed in the Show Program).

A great way to entice attendees to The Wilmington Boat Show is to raffle off great prizes. This is also a fantastic way for your company to capitalize on its participation, as we will list your prize on the website, in the official Show Program, and on the on-site signage where the surveys are located as well as other locations. We would like to request that you donate a prize valued around \$100, or any amount would be great! Winners will be drawn throughout the weekend and recipients do not have to be present to win. Most prizes are given as instant winners and can be sent to your exhibit space to pick up if you would like. We do like to take a photo and add to the show social media.

Name:	
Company:	
Prize Name:	-
Brief Description of Prize:	-

Sample Giveaways:

Gift certificates for products or services, fishing expeditions/guided tours, boat slip certificates, hitch covers, boat lifts, towing services, fishing supplies – tackle, lures, roads and reels, nautical clothing and accessories, vacations, gift baskets, engine or boat giveaways, instructional teaching lessons for boating/water safety. Any product you would like to donate would be greatly appreciated.

Return This Form To: Debbie Taylor

JBM & Associates 1282 Pendleton Street Greenville, SC 29611

P: 864-250-9713 F: 864-250-0434 Debbie@JBMShows.com



Wilmington Convention Center Vendor Guidelines:

Boat Show

<u>Boats and Vehicles:</u> All boats/ vehicles that enter the Wilmington Convention Center for display at the Boat Show must abide by the following <u>PRIOR</u> to entering the facility:

- All fuel tanks must be locked and sealed to prevent escape of vapors.
- · Keys must be out of the ignition
- · Propellers must be removed OR covered
- · Hitches must be covered
- · Batteries must be disconnected
- . Fuel tanks may not exceed 1/8th (one eighth) of a tank of fuel upon arrival to the WCC.
- Vendors are prohibited from bringing a spare marine/car battery to run their electronics. It MUST be a shore power connection.

Boat and Vehicle Placement: Boats must be placed with an isle width of 3ft between each boat/vehicle

<u>Power, Utilities, and Internet:</u> All utilities are exclusive to the Wilmington Convention Center. Power, Water, and Internet can be purchased at the following link for a vendor booth: https://www.businessmadecasual.com/electric-and-utilities-service-payment/

Please note that orders made less than 5 days out from the event are subject to the floor rate.

These orders ONLY apply to booths INSIDE the Wilmington Convention Center- Booths on other property must go through PRX for utilities.

<u>Rentals:</u> Any equipment needed inside the Wilmington Convention Center is exclusive to the Wilmington Convention Center and will be staffed by a Wilmington Convention Center Employee.

THANK YOU TO OUR SPONSORS!







THANK YOU TO OUR PARTNERS!

















Boat Show Health & Safety Guidelines



MASKS REQUIRED

Anyone entering showgrounds is required to wear a face covering at all times.



SOCIAL DISTANCING

6 feet between non-related parties. Avoid physical contact.



PRE-SOLD TICKETS

We highly encourage you to purchase tickets on-line for easier access to the show.



SANITIZING STATIONS

Hand sanitizing stations will be made accessible throughout the show.



DAILY CLEANING

Convention Center & Show Producers will undertake deep cleaning before, during and after each day to ensure highest standards of cleanliness.



TEMPERATURE CHECKS

Required for show staff and vendors daily.

WilmingtonBoatShow.com





2020 Wilmington Boat Show COVID-19Response Plan

September 2, 2020

Jacqui McGuinness, President

(864) 250-9713 jacqui@jbmshows.com



The Wilmington Boat Show, October 9-11, 2020, presented by JBM & Associates is fully prepared to plan and operate a safe event for exhibitors and attendees while responsibly addressing and acting on restrictions and guidelines set forth by the CDC, the State of North Carolina, the City of Wilmington and other appropriate health and safety agencies.

This plan will continue to adapt and develop daily as the show dates approach based on the Governors response plans.

Additional materials will be created to advertise consumer requirements and restrictions. These will be prominently displayed on the show website, social media, signage at the entrance and throughout the show, as well as in Press Releases and other marketing materials.

- This show is designed to be a Retail Shopping Venue for boat sales and marine products. There will be no VIP event, entertainment features, seminars, animal acts or areas for folks to congregate.
- A limited number of tickets will be available for "shopping windows" defined as two-hour arrival periods on a specific day of the show.
- Historical data confirms average length of stay at our Boat Shows is 2-3 hours.
 Without entertainment, seminars, etc. we anticipate most visits will be right around 2 hours.
- JBM will limit the number of attendees for each shopping window time period to arrive on each day.
 - Friday, 10/9: 12-2pm, 2-4pm and 4-6pm
 - Saturday, 10/10: 10a-12p, 12-2p, 2-4p & 4-6p
 - Sunday, 10/11: 10a-12p, 12-2p, 2-5p

- Re-entry to the show on the same day will be prohibited. Once a consumer leaves on any given day, they are done for that day.
- Advertising will announce that all tickets must be purchased online in advance.
 There will not be an on-site Box Office. We will have an automated kiosk for anyone who was not able to purchase tickets via their phone/ computer, but this will be a last resort and will not be promoted. Again, someone can only gain access if appointments are still available for that time period.
- When scheduling their arrival time online in advance, consumers will be required to accept a COVID Liability Waiver:

I acknowledge that I am aware of inherent risks involved with attending a public event. I voluntarily agree to assume those risks. I release and hold harmless JBM & Associates, LLC, Port City Marine, ASM Global and the City of Wilmington, NC, it's owners, officers employees, agents or other representatives from any and all claims related to COVID-19. I will not attend the event if I am have a fever, am feeling ill or believe that I may have been exposed to COVID-19.

- All attendees will be scanned into the show. Scanners will only allow entry to consumers arriving on the appropriate day and time.
- Exhibitors at the show will be limited to an appropriate number staffing their display based on the square footage.
- Each exhibitor will be expected to use the three W's of safety in your exhibit space.
 Wear a mask, Wash your hands & Wait 6 ft apart. Outside exhibits will be set up in zones to accommodate the gathering limit set forth by the governor of NC.

ONLINE ONLY
TICKETS



SCHEDULED
ARRIVAL WINDOWS



SCANNED ENTRY
TO MONITOR FLOW





PHYSICAL DISTANCING AND CONTACT

In addition to limited total number of people on the property at any given time, physical distancing will be carefully monitored. If lines form for restrooms, food concessions or to access any vendor displays, visual 6-foot spacing markers will be clearly visible on the ground. Signs will discourage physical contact, such as handshakes and embraces, and encourage alternative ways to greet business contacts and colleagues.

Distancing Etiquette:

- 6 feet minimum between non-related parties
- Avoid Physical Contact such as handshakes and embraces.
- One-way traffic flow through areas of the show recommended.



PERSONAL PROTECTION

All participants in the show and entering the show grounds will be required to wear personal protection equipment (PPE) as prescribed by CDC and Health Department regulations. As a private event, the guidelines always dictate the wearing of face coverings regardless if individuals are experiencing no symptoms.

- Allowable coverings include a cloth or approved face covering over nose and mouth or an approved clear plastic full-face shield.
- Anyone failing to do so will be asked by show staff or security to wear the covering. CDC- approved coverings will be available at show entrance for anyone without their own.



CLEANING AND DISINFECTING

Convention Center and Show Producers will undertake deep cleaning before, during, and after each show day to ensure the highest standards of hygiene and cleanliness. This includes daily cleaning with the Victory Electrostatic Sprayer, disinfecting sprays and continuous high-touch surface cleaning throughout each day of the shows. Our event staff will provide hand sanitizing stations throughout the event space, encouraging all participants to regularly wash and sanitize their hands. An abundant use of signs around the show will stress the importance of regular hand washing.

Show Closing & Nightly Cleaning

- Everyone is asked to leave 30 minutes after closing to allow for nightly cleaning and disinfecting.
- No after-hours events will be allowed on the show grounds this year.
- The show will close at 6:00 p.m. (5:00 p.m. on the final day).



FIRST AID

- Show will have on-site a qualified first aid responder.
- A separate quarantine area will be available
- Participants are asked not to attend if they are feeling unwell, and teams will follow local health authority guidance on detecting and managing anyone who displays symptoms of COVID-19.

EXHIBITOR SAFETY EXPECTATIONS:

- All exhibitor staff will be required to follow safety requirements.
- Temperature screening will be performed for all exhibit staff at show information with touchless infrared thermometer.
- Temperatures must be below CDC recommendations of 100.4 F (38.0 C) for entry to the show.
- Set up cleaning intervals: Boats and hard surfaces to be disinfected routinely throughout the day.
- Distancing Etiquette: 6 feet distancing required by non-family members.
- All exhibitor booths and boats should be equipped with hand sanitizer and have procedures in place to minimize the number of people in each space.
- Maintain strict crowd control in all booth/boat spaces. Limit non-family members to 2, plus 2 staff members
- Avoid physical contact such as handshakes and embraces.
- Deep clean all exhibitor areas prior to show start each day.
- All outside exhibit space will be set up in zones to accommodate the gathering limit set forth by the governor of NC. Exhibitors will be responsible for ensuring their customers follow the three W's of safety - Wear a Mask, Wash your Hands and Wait 6ft Apart.

OUTSIDE CONTRACTOR EXPECTATIONS:

- All outside contractors must submit their employee COVID-19 safety protocols prior to show opening and follow show guidelines. Protocols due to JBM Show Management no later than Wednesday, September 30, 2020.
- Boat cleaning crews must wear approved face coverings, follow show guidelines, and clear all personnel and equipment from the show grounds by 9:00 a.m.
- Specific instructions and schedules for additional show cleaning contracts must be submitted prior to show opening. All employees must follow show guidelines.
- Outside food vendors will work to employ the highest standard of food safety.
 Capacity limits will be set at 50% and social distancing will be maintained by using floor markings and relevant signage.

STAFF EXPECTATIONS:

- Enforce the boat show capacity limits as required by the City of Wilmington through limited ticket availability.
- Participate in daily health surveys, temperature screenings, and use of required PPE.
- Staff must agree to COVID protocols, sign waiver, wear PPE.
- Daily cleaning schedule will require extra crew for continuous disinfection of door handles and other high touch surfaces using traditional cleaning techniques and disinfecting spray or fogging technology throughout the day.
- Maintain multiple points of entrance and exits to ease traffic flow. Flow TBD.
- Install hand sanitizing dispensers at entrance, common areas, and boat show and operations staff offices.
- Complete daily questionnaire requiring employees to self-report any symptoms or contact with the virus.
- Check employee temperatures with touchless infrared thermometer. Temperatures must be below CDC recommendation of 100.4 F (38.0 C) or staff will be sent home.
- Provide staggered breaks to maintain proper employee to employee distances.
- Train all staff on new standard operating procedures with guidelines established by operations management