



presents



**Oct 13 – Oct 15, 2023**

**JBM & Associates would like to thank you for participating in the Wilmington Boat Show.  
Enclosed you will find pertinent information needed to participate in the show.**

**JBM & Associates:**

7 Old Altamont Ridge Road  
Greenville, SC 29609  
O: 864-250-9713

Jacqui McGuinness, President  
C: 843-364-0218  
[Jacqui@JBMSHOWS.com](mailto:Jacqui@JBMSHOWS.com)

Debbie Taylor, VP of Operations  
C: 864-884-4435  
[Debbie@JBMSHOWS.com](mailto:Debbie@JBMSHOWS.com)

Chelsea Rosamond, Sales Director  
C: 864-434-3346  
[Chelsea@JBMSHOWS.com](mailto:Chelsea@JBMSHOWS.com)

**Show Hours:**

Friday, Oct 13: 12pm to 6pm  
Saturday, Oct 14: 10am to 6pm  
Sunday, Oct 15: 10am to 5pm

**Water Taxi Schedule:**

Friday, Oct 13: 12pm to 6:30pm  
Saturday, Oct 14: 10am to 6:30pm  
Sunday, Oct 15: 10am to 5:30pm

**Pick Up and Drop Off Locations: Conlin Pier by  
The Coastline & NC Battleship Pier.**

**Tickets:**

Adult Tickets (13-64): \$10  
Military & Seniors: \$8  
Children 4 to 12: \$5  
Two Day Pass: \$15  
Children 3 and Under: Free

**Show Locations:**

**Wilmington Convention Center**  
515 Nutt Street  
Wilmington, NC 28401  
**CFCC Wilson Lot**  
**Nutt Street**  
**Front Street**  
**Coastline Docks**

**Discounted Hotel Accommodations: Visit**

<https://wilmingtonboatshow.com/accommodation/>  
for hotel information. We encourage you to book  
through the links provided so JBM can track the  
economic impact for the show. Booking here, you will  
continue to receive reward points. (Embassy rate  
expires 9/9/23)

**Show Layout:**

<https://www.expocad.com/host/fx/JBMshows/wbs23/efx.html>

**Final Payment:**

The final payment for exhibit space is due September 6, 2023.

**Certificate of Liability Insurance:**

Your Certificate of Liability Insurance is due September 6, 2023. See section 7 of your contract for details. If you need to purchase temporary coverage for the event, please click on the link below to purchase at the cost of \$65:

[https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=8\\_yT6v5gWPo\\$](https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=8_yT6v5gWPo$)

**Credentials & Additional Tickets:**

Exhibitor badges will be distributed at the Exhibitor 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 Exhibitor 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 at the end of this kit. They can also be purchased on-site at the Exhibitor Registration Desk. Pre-purchased 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 1-48: Convention Center Ballroom**

**8 x 8 Booths 49-71: Convention Center Concourse**

**10x10 Booths on Event Lawn: 80-98**

Outside booths must bring their own tent, with weights only. **Stakes are not allowed** in the event lawn due to electrical and irrigation.

Tent weights, tables and chairs are NOT included in any booths. These items can be rented from PRX Exposition Services, our event decorator or you are welcome to bring your own.

**Event Lawn & Convention Center Booth Move-In:**

**Thursday, October 12<sup>th</sup>. 9am-5pm**

**Friday, October 13<sup>th</sup>, 8am-11am**

Move-In details will be emailed two weeks prior to show.

**\*No tents allowed inside the convention center!**

**All Booths Move-Out:**

Sunday, October 15: 5pm to 9pm

**\*ALL BOOTHS MUST BE MOVED OUT BY 9PM ON SUNDAY NIGHT. NO EXCEPTIONS.**

**\*\*NO EARLY MOVE-OUT!!** If you move out early, you will lose your space location for the following year\*\*

**Event Decorator:**

Additional booth furnishings are available through the Show Decorator, PRX Exposition Services. PRX offers an online store that allows exhibitors to order tables, chairs, and other items for your booth display. Outdoor exhibitors can also order their power supply through their website. The pre-order discount deadline is **Wednesday, September 27, 2023**. All orders must be received with payment in full by this date to receive discounted pricing.

An email with customized login details will be sent to the registered exhibitor contact starting **Wednesday, August 30, 2023**. If you are the exhibitor contact, and have not received this email by the following Monday, please check your spam folder for an e-mail titled "Access to PRX Exposition Services". Note that if you registered as an exhibitor after these dates, your login will be sent to you automatically after JBM provides you with your exhibitor kit. If you need ordering assistance, have questions, or did not receive the initial ordering e-mail, please contact PRX at [prx@preexposition.com](mailto:prx@preexposition.com) or call 803-926-5300.

**Convention Center Only Electrical Order Form:**

Visit <https://www.wilmingtonconventions.com/exhibit/>

**\*\*Nutt St, Front St & Wilson Lot Electrical** must be ordered from the show decorator, PRX Exposition Services. **DO NOT ORDER FROM CONVENTION CENTER**

**Move-In/Move-Out Schedule:****Bulk & In-Water 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 from the convention center using the utility form.

**ATM:**

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

**Forklifts:**

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

Exhibitors 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 Exhibitors Drayage:****Exhibitor Material Handling/Drayage:**

PRX Exposition Services will receive packages at their facility Wednesday, September 20, 2023, through Thursday, October 5, 2023, only. **No shipments will be accepted before Wednesday, September 20, 2023.** All items must be marked with your company name and booth number.

Direct-to-site shipments should be sent to:

PRX Exposition Services  
c/o 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 use the login details sent to your registered exhibitor contact to place an order on the PRX website (detailed in Event Decorator section above). Please note: Exhibitors 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.

**Sales Tax:**

The North Carolina Department of Revenue Sales Tax Forms can be found online  
<https://www.ncdor.gov/taxes-forms/sales-and-use-tax>

**Security:**

Overnight security will be provided on Thursday, Friday, and Saturday night, outside. JBM & Associates are 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 11<sup>th</sup>, at noon.

**Exhibitor Parking:**

Please see the enclosed map for designated exhibitor parking. Exhibitor parking will be in the Cape Fear Community College Student (Wilson Lot) on a first-come, first-served basis. No parking passes needed this year to enter the lot. Once this lot is full, you will need to park in one of the CFCC parking garages or the Convention Center lot shown on the map at the daily rate.

**Trailer Storage:**

Front of CFCC Boat Building Lot only

\*\*See show management for pass to park trailer in these lots

**Exhibitor Banners:**

Beginning Friday morning, exhibitors are permitted to hang banners on the railing surrounding the perimeter of the convention center 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 exhibitors' responsibility to retrieve their personal property from the Show Office prior to the close of the show.

**Pipe and Drape:**

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

**Early Move-Out:**

Out of respect and for the safety of all exhibitors 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.

## EXHIBITOR CHECKLIST

Forms	Return To	Deadline Date
Final Payment for Exhibit Space	JBM & Associates	September 6, 2023
Certificate of Liability Insurance	JBM & Associates	September 6, 2023
Prizes and Giveaways Form	JBM & Associates	September 28, 2023
PRX Exposition Services Pre-Discount Online Form	PRX Exposition Services	September 27, 2023
Guest Ticket Order Form	JBM & Associates	October 2, 2023
Wilmington Convention Center Service Forms	Wilmington Convention Center	October 2, 2023

## GUEST TICKETS

Please order guest tickets by using the form on the next page.



# GUEST TICKET ORDER FORM

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

DESIRED QUANTITY:

<b>\$5 GUEST TICKETS</b>
#

CREDIT CARD # \_\_\_\_\_

EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

MAIL MY TICKETS TO THE ADDRESS ON THIS FORM

HAVE MY TICKETS READY FOR PICK-UP AT VENDOR REGISTRATION

Email form to **Debbie@jbmshows.com**

*\*Discount tickets may also be purchased on-site at Show Information*

**JBMShows.com**

## MARKETING OPPORTUNITIES: PRIZES & GIVEAWAYS

**Deadline Date: September 28<sup>th</sup>, 2023** (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 Digital Show Program, and in 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 of the winner and add to Wilmington Boat Show social media when possible.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Prize Name: \_\_\_\_\_

Brief Description of Prize: \_\_\_\_\_

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### 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, rods 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 via email to:  
Debbie@jbmshows.com**





## **Wilmington Convention Center Vendor Guidelines:**

### **Boat Show**

**Boats and Vehicles:** All boats/ vehicles that enter the Wilmington Convention Center for display at the Boat Show must abide by the following PRIOR 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 aisle width of 3ft between each boat/vehicle

**Power, Utilities, and Internet:** 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.

**Rentals:** 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.

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THANK YOU TO OUR PARTNERS!

