2010 Exhibitor Information

Bay Harbor
LAKE MARINA
45° 21'56.67"N 85° 01'54.39"W

IN-WATER BOAT SHOW

June 18, 2010	3 pm-8pm
June 19, 2010	10 am-8pm
June 20, 2010	10 am-3pm

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The 8th Annual Bay Harbor In-Water Boat Show is quickly approaching! We are once again seeking exhibitors to join us in celebrating the 2010 boating season. This event will be attended by Bay Harbor property owners and boating enthusiasts from northern Michigan and throughout the Midwest.

The show takes place June 18th -20th. That is three full days of exposure! The costs of the various exhibit options are listed on the registration form and there is no limit on the number of spaces you can rent!

Exhibitors should supply John Russell, Harbormaster, with a list of all staff members that will be attending this year's event. This information should be submitted no later than May 15, 2010. This will allow for time to provide parking and exhibitor passes for easy access to the event.

We also ask that you come prepared with proof of liability insurance. This is not additional insurance, simply a certificate that verifies you hold liability insurance. Your insurance agent will be familiar with this process.

As an exhibitor, you are responsible for providing catering or refreshments for your exhibit. Catering options are outlined on page 4 in the exhibitor packet.

An exhibitor's reservation form is included and should be filled out in its entirety. Please return this form with your payment as soon as possible. If you have any questions do not hesitate to contact me at Bay Harbor Lake Marina by calling 231-439-2544. Another great boating season is here and we look forward to you joining us!

Sincerely,

John Russell

John Russell,
Harbormaster
Bay Harbor Lake Marina

Bay Harbor Lake Marina

IMPORTANT

PLEASE read your Boat Show Exhibitor Manual. Most questions that you have may be answered by referring to the information enclosed.

Important Dates for 2010:

- February 17-21: Grand Rapids Boat Show
- April 15: Reservation Form and Full Payment Due
- May 15: Employee Registration Form
- June 7: Deadline for all Guest Information
- June 18 – 20: Bay Harbor In-Water Boat Show
- June 24 – 27: Bay Harbor Vintage Car and Boat Festival

Exhibitor Information

Boat Launching (see enclosed map)

There is a concrete launch ramp at the East end of Bay Harbor Lake. Contact John Russell, Harbormaster, at 231-439-2544 for details.

Catering Services available

Galley Gourmet	231-439-2665
Cava	231-439-2282
Bay Harbor Yacht Club	231-439-2100

Cleaning

In-Water Displays: There will be fresh water outlets on most docks. Please supply your own hoses. Exterior and interior cleaning is available by contacting John Russell, Harbormaster, at 231-439-2544.

Note: All cleaning materials must be stored off the docks and out of sight during show hours.

Electrical Needs

Booth/Land Displays: Limited, free electricity (110 volt / 30 amp) is available for all exhibitors. Please come prepared with your own extension cords and adapters. In some cases, two 50' extension cords will be necessary.

In-Water Displays: Limited, free electricity is available (110 volts / 30 amp and 220 volt / 50 amp). Exhibitors must provide own splitters and adapters.

Furniture Rental

Tables & Chairs will be available for rental, see exhibitor reservation form.

Hotel Information

Please inquire regarding our special Exhibitor In-Water Boat Show room rates!

Bay Harbor Village Hotel **231-439-2400**

Injury Reporting

Please report any injury or medical emergency to the Dockmaster.
For Emergencies or Fire dial 911.

Bay Harbor Lake Marina Harbormaster:	**John Russell**	**231-439-2544**
Yacht Club Dockmaster:	**Martin Leemaster**	**231-439-2547**

Bay Harbor Security

To contact Security dial 231-439-7911

Insurance

All Exhibitors must have liability insurance naming Bay Harbor Company, LLC as additional insured. Proof of coverage for $1,000.00 is expected for all exhibitors. Please provide us with a copy of this policy with your registration form.

Parking

There is a limited number of parking passes available to all exhibitors on a first come, first serve basis. Day and overnight parking will be available near the Village at Bay Harbor. Vehicles are not permitted to drive or park on the waterfront walk that services the Bay Harbor Yacht Club Docks. Bay Harbor will provide off-site trailer parking for exhibitors.

Promotions, Raffles, and Give-Aways

We encourage all exhibitors to promote their products through give-aways and promotions.

Safety Regulations

For the safety of your children, baby strollers are not allowed on the docks at any time. No pets are allowed on site from stage-in, through show hours to stage-out. Seeing Eye dogs are an exception. Exhibitors should use their discretion when allowing boarding of the boats. All children under the age of ten will be required to wear life jackets.

Stage-In (In-Water Displays)

1. If a delivery crew or owner is delivering a boat, the crew or owner MUST STAY WITH THE BOAT until it is in the assigned space.

2. ARRIVALS: All land or water display boats must be ready for placement prior to the show. Late arrivals risk forfeiture of original space or complete displacement. There will be no exceptions. **Arrival times will be strictly enforced. Please have lines and fenders ready.**

3. If your boat(s) are going to be arriving the evening before the show, you must make transient overnight reservations by contacting John Russell at 231-439-2544.

4. Please be sure your boat(s) are equipped with a VHF radio. Crew should be instructed to contact the HARBORMASTER or DOCKMASTER by hailing "Bay Harbor Lake Marina" or "Bay Harbor Yacht Club" (on VHF channel 16) upon entering Bay Harbor Lake. At this time, each boat or dealer will be given a working channel and a slip number. **Do not approach the dock until you have received instructions from the Dockmaster or Harbormaster.**

5. DO NOT drop off boats and leave them unattended!

6. Exhibit boats may have to be rafted and/or moved from time to time within the facility by the Marina Staff to ready the marina for stage-in, have plenty of fenders and lines in the event your boat is moved into a tight area.

7. Remember, there are many things beyond our control like the weather! Please be patient, we want stage-in to go as smoothly as you do.

8. We strongly urge you to bring extra hoses, long power cords (150') and splitters/adapters. Boats that require 30 AMP service make sure you bring a 50 AMP 125/250 to 30 AMP 125 V with you.

DURING THE SHOW:

Docking lines cannot be tied to anything other than the dock cleat.
No water hoses or anything else on docks during show hours.
After show hours water hoses are permitted on docks for clean up.

Stage-Out

Time: Sunday, June 20, 2010 after 3pm only.
Contact the Dockmaster or Harbormaster for stage-out procedures or questions.

Trash Disposal

The operations staff will be on hand to make sure the show site is kept neat and clean and to provide you with assistance when needed.

Dock Attendants

Dock attendants will be provided to you through the entire show to assist you with all of your dockside necessities.

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Exhibitors Reservation Form
8th Annual Bay Harbor In-Water Boat Show (page 1)

Welcome back to Bay Harbor's Premier In-Water Boat Show!
See DOCKAGE RATES Map for Locations

In –Water Display:	_____ (Quantity)	(see map for dockage rates)	_____ (Total)
Land Display:	_____ (Quantity)	trailer space @ $150.00/day =	_____ (Total)
10x15 Exhibitor Space	_____ (Quantity)	table set-ups @ $125.00/day =	_____ (Total)
10x10 Easy Up Tent	_____ (Quantity)	$80.00 per tent =	_____ (Total)
10x10 Easy Up Tent Sides (Optional)	_____ (Quantity)	$10.00 per side =	_____ (Total)
20x20 Easy Up Tent	_____ (Quantity)	$200.00 per tent =	_____ (Total)
20x20 Easy Up Tent Sides (Optional)	_____ (Quantity)	$25.00 per side =	_____ (Total)
8ft. Table	_____ (Quantity)	$25.00 per table =	_____ (Total)
Folding Chairs	_____ (Quantity)	$8.00 per chair	_____ (Total)

Exhibitors Reservation Form
8th Annual Bay Harbor In-Water Boat Show (page 2)

Exhibitor's Company Name: _____

Contact Person: _____

Exhibitor's Phone Number: _____

Exhibitor's Street Address: _____

Exhibitor's City, State and Zip: _____

Exhibitor's Email address: _____

Payment Method: __Check Enclosed: Checks payable to Bay Harbor Company
_ American Express _ VISA _Master Card

Card Account Number
(please list all numbers on card) _____

Expiration Date Required _____

Amount: _____

Cardholder Name (please print): _____

Cardholder Signature: _____

Employees Attending: _____

_____

_____

Complete these forms and return to Bay Harbor Lake Marina:

832 Front Street
Bay Harbor, MI 49770
Phone: 231-439-2544
Fax: 231-439-2546
Email:
info@bayharbor.com
bayharbor.com