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These forms are due to the MBIA's office by November 22, 2019

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Convention & Show Services (CSS)

Limit of Liability Form
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Credit Policy Form
Outside Contractor Agreement
Authorization for Third Party Billing
Sign Order Form
Labor Order Forms
Rental Order Forms
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Union Regulations Information

Return to CSS by January 2, 2020
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Municipal Parking Form Information to come shortly
Cobo Electric Service Order Form Due to Cobo Elect. By December 30, 2019
ABM Janitorial Services Form Due to ABM by December 30, 2019
AT&T Telephone Services Form Due to AT&T 10 days prior to service
TCF Center Internet Service Order Form Due to TCF Center 14 days prior to service
On Site Specialists(OSS) A/V Form No Due Date—Reservations first come, first serve.

Directory

MBIA Show Staff:

Michigan Boating Industries Association
8625 Richardson Rd., Commerce Twp., MI 48390
Phone: 734.261.0123
Fax: 734.261.0880 E-Mail: boatmichigan@mbia.org

Bethany Sly, ext. 2	Director of Exhibit Sales
Nicki Polan, ext. 4	Executive Director
Danielle Baldrige, ext. 1	Accountant
Liz Szlaga, ext. 0.....	Administrative Support Specialist
Amanda Wendecker, ext. 3.....	VP Of Marketing
Chris Lessway, ext. 6	Membership Manager
Sam Tanari	Exhibit & Service Contractor

[Convention & Show Services @ TCF Center: 313.259.7632

Show management located at TCF Center from January 14 through January 26, 2020.

Exhibitor Space Sales: Bethany Sly, 734.261.0123, ext. 2.

MBIA Boat Show Advisory Committee:

Patti Smith, Silver Spray Sports	Joe Wolf, Tommy's Detroit
Pete Beauregard, Colony Marine Sales	Debi Schroeder, Wilson Marine
Paul Mitter, Wonderland Marine	Rob Davis, Club Royale
Chris Somers, Skipper Buds	Tom Raguso, Sun Sport Marine
Dave Wacker, Diversified Dock and Trailer	Tom Ervin, Walstrom Marine

Boat Show Office:

Show Office will be open from January 14 through January 26, 2020
TCF Center /Exhibition Center, One Washington Blvd., Detroit, MI 48226.
Phone 734.261.0123 Located in Atrium area outside of Hall B.

Show Hours:

Saturday	January 18, 2020	11 AM - 8 PM
Sunday	January 19, 2020	11 AM - 6 PM
Monday	January 20, 2020	11 AM - 6 PM
Tuesday	January 21, 2020	3 PM - 9 PM
Wednesday	January 22, 2020	3 PM - 9 PM
Thursday	January 23, 2020	3 PM - 9 PM
Friday	January 24, 2020	3 PM - 9 PM
Saturday	January 25, 2020	11 AM - 8 PM
Sunday	January 26, 2020	11 AM - 6 PM

Ticket Price: \$13 for adults; Children 12 & under free w/adult

TCF Center/Exhibition Center information:

One Washington Blvd., Detroit, MI 48226
Phone: 313.877.8777 Fax: 313. 877-8577
www.tcfcenterdetroit.com

Check List/Due Dates

GENERAL ITEMS:

- Complete Exhibit Layout- see Rules/Regulations
- Select Exhibit Personnel
- Pre-show Marketing- Distribute Invitations, Special Exhibit Tickets & Promotional Materials
- Hotel Reservations- Marriott Courtyard Detroit Downtown
- Ship Exhibit- Freight (see shipping instructions)

EXHIBITOR FORMS & DEADLINES – Submit On Exhibitor Portal-

- Final payment for Space -----Payment Due to MBIA by **November 15, 2019**
- Credentials/ Move-In Button Form -----Forms Due to MBIA by **November 22, 2019**
- Manufacturers Representatives
- Guest Tickets Form
- Insurance Certificate
- Directory/Web Info
- Rules & Regulations Acknowledgement

EXHIBITOR FORMS & DEADLINES - RETURN TO THE FOLLOWING COMPANIES: *(Do Not Mail or Fax to MBIA.)*

HOTEL RESERVATIONS: Marriott Courtyard Detroit Downtown, call (800) 321-2211 or (313) 222-7700

- (Rate Information Coming Soon)**

CONVENTION & SHOW SERVICES: *(Order in Advance & Save)*

- Limitations of Liability
- Shipping Information
- Credit Policy
- Outside Contractor's Agreement
- Authorization for Third Party Billing
- Sign Order Form
- Labor Order Form
- Rental Order Form

Forms Due <u>to CSS</u> by January 2, 2020
--

OTHER:

- Municipal Parking Form Information to come shortly
- Cobo Electrical Service Order Form Due to Cobo Elec. by **December 30, 2019**
- ABM Janitorial Services Form Due to ABM by **December 30, 2019**
- AT&T Telephone Service Form Due to AT&T 10 days prior to service
- TCF Center Internet Service Form Due to TCF Center 14 days prior to need
- On Site Specialists (OSS) A/V Form No Due Date – Reservations first come, first serve.

General Information

AUDIO VISUAL EQUIPMENT RENTAL:

Provided by: **On Site Specialists(OSS)** 32380 Howard, Madison Heights, MI 48071
Phone: 248-585-4677; Fax: 248-585-9933 (see "Contractor Order Forms" tab section)

BADGES: Standard Exhibitor Credentials will be used.

Order Due Date: November 22, 2019 on Exhibitor Badge Form; see "MBIA Order Forms" tab section.

Distribution: Order will be mailed to exhibitors who order by November 22nd; orders received after that date must be picked up at show office starting on January 14, 2020.

Badge Allocation Formula:

<i>Total Exhibit Square Feet</i>	Number of Badges Provided at no charge	Additional Number of Badges able to be purchased at \$15 each.
100 - 400	6	2
401 - 1500	8	3
1501 - 2500	10	4
2501 - 4000	14	6
4001 - 5500	17	8
5501 - 7000	20	9
7001 - 9000	25	11
9001 - 11,000	30	13
11,001 - 12,500	35	15
12,501 or more	40	15

Procedure for exhibitor admission to exhibit halls:

* **Entering the first time each day- present Credential and one form of photo ID**

* Enter through Hall A, B, and C.

Special Note:

* \$15 charge to replace lost badges.

* Any misuse of badges will subject the exhibitor and display to immediate removal from the show and cost of removal will be the sole responsibility of the exhibitor. Security and Show staff may request photo ID at any time. Badges are subject to confiscation if misused.

BANNERS: (See signs) in Rules & Regulations- NOTE: Signage Policy has recently changed so please read carefully.

BOAT & CARPET CLEANING:

* Boat Show exhibitors must ONLY use their own employees to clean boats and vacuum carpet.

Please adhere to the following rules:

* Employees and family members cleaning boats & carpet must have names on file at show office before being allowed entry.

* When entering a hall early to clean boats & vacuum carpet, employees must have completed an "Early Entry Authorization" form available at the show office; one copy of the form must be presented to security to enter hall. Cleaning personnel may enter up to three hours prior to opening.

* Any exhibitor who violates these provisions jeopardizes his/her exhibit rights to future shows.

BOAT & MOTOR EXHIBITS:

Boat and motor displays may contain only new, untitled 2020, 2019, 2018 and a maximum of 10% new 2017 boats on display in one or more locations by a single exhibitor. No used boats can be on display for sale. It is important to note any item on display must only be shown by current, manufacturer-authorized dealers, authorized to sell 2020 models of that manufacturer. Noncurrent 2016 or older boats & motors found in displays will be removed at the Exhibitor's expense: \$1,000 per violation fine as liquidated damages.

FOOD & CATERING:

Individual exhibitors may bring their box lunches and drink for the day, but cannot offer food or drink to the general public unless this food has been purchased from the official TCF Center caterer - Centerplate. Under no circumstances can exhibitors cook or prepare any food for their employees or public while on site and under no circumstances can an exhibitor serve alcohol to the employees, guests or attendees while on site. To reach Centerplate, please contact: John Nix, Centerplate, One Washington Blvd, Detroit, MI 48226 - (P) 313.530.9604

CLEANING CREWS, VACUUMING & OTHER SERVICES:

Provided by: ABM Janitorial Services, One Washington Blvd., Suite 1020, Detroit, MI 48226

Phone: (313) 259-6535; FAX: 313-259-6872 (see "Contractor Order Forms" tab section)

Cleaning Crews:

- * ABM has exclusive cleaning rights at TCF Center
- * **No outside cleaning service may be used in TCF Center**
- * A detailed list of services is located in the "Contractor Order Forms" tab section
- * Special arrangements have been made for boat cleaning (see "Boat Cleaning")

Vacuuming:

- * Cobo policy allows exhibitors to vacuum their own display carpeting using their employees.
- * If exhibitors wish to outsource carpet cleaning, the TCF Center exclusive cleaning company, ABM Janitorial Services, must be used.

DECORATING & LABOR CONTRACTOR:

Provided by: Convention & Show Services, Inc. Phone: (313) 259-7632 FAX: (313) 259-1263

- * Detailed forms regarding NEW labor rules, labor and decorating costs, and equipment rentals are included in the "Contractor Order Forms" tab section.
- * **Place your orders in advance to save money.** (In advance rates)
- * Read forms provided by Convention & Show Services in detail.
- * Move-in & move-out information is located in the "Move-in / Move-out & Installation" tab section.

ELECTRICAL SERVICE:

Provided by: ContiHTE, One Washington Blvd., Detroit MI 48226

(see "Contractor Order Forms" tab section) Phone: (313) 259-7700 FAX (313) 259-7706

- * **Place your orders in advance ---- save money.**
- * Proper code adherence is required.
- * You can use your own UL- approved extension cords, power strips and surge suppressors.
- * Exhibitors may plug in their own 120-volt circuits (after electric service is brought to the booth by a union electrical contractor) and with the exception of any concealed wiring, can install up to 10 UL approved clip-on lights and light bulbs.
- * Bulk Space Exhibitors: Cobo Electric may have to run extension cords to position an electric outlet at your desired location in your display space. There will be an extension cord charge added to your billing in this case.

EMERGENCY PROCEDURES:

Check with Boat Show Staff for the location of the First Aid personnel during show hours.

- Medical Emergency:**
- * Contact First Aid Personnel on site provided by **Hart Medical**
 - * Contact Boat Show Security & Staff
 - * Call 911 and be prepared to direct emergency personnel to the location of the emergency

Other Emergencies: * Contact security and Boat Show Staff.

EXHIBIT DESIGN AND LAYOUT:

- * Boats, engines, trailers, docks, steps, walkways, signage, etc., may NOT extend beyond designated space allocation. Exhibits, which exceed the boundary of the designated space will be moved at exhibitor's expense.
- * Exhibits must be structurally sound, safe, accessible and secure. Handrails are highly recommended. Any exhibit found unsafe will be closed.
- * Exhibits must adhere to the **American's with Disabilities Act** within the boundaries of their space.
- * Exhibitors may utilize their own carpet, carpet tape (of appropriate quality), displays and furniture but union labor must be used for installation. Approved tape includes: Shurtape PC-61 Cloth Tape; Kendall Tape 100D Double Face Cloth; and GSI-800 Double Face Tape.
- * **Please read in detail the rules located at the end of this section which will reduce exhibitor's overall costs.**
- * Cut trees, branches and shrubs are prohibited unless maintained in soil in a natural state.
- * Any printed materials or display materials left at the conclusion of move-out will not be saved.

FIRE PREVENTION & INSPECTION:

- * ***Special Note: TCF Center is a NON-SMOKING facility. Exhibitors must refrain from smoking in the hall.***
- * Adhere to City of Detroit and TCF Center fire regulations; see "Contractor Order Forms" tab.
- * City of Detroit Fire Department personnel inspect exhibits and have the authority to close an exhibit should a hazard exist.
- * Boats having more than 100 square feet of roofed area must have smoke detectors.
- * Exhibit materials must be flame resistant and constructed of materials that comply with NFPA Life Safety Code 101, Chapter 8-4.4.3.4.
- * DO NOT store any potentially flammable materials within your exhibit area.

HOTEL ACCOMMODATIONS FOR EXHIBITORS & SUPPLIERS:

Host Hotels: Courtyard by Marriott, 333 Jefferson Ave., Detroit, MI 48226

Special Exhibitor Rate: \$133 Single, Double, or Triple.

Method of Reservations: Reservations can be made by calling 800-321-2211 or 313-222-7700, and mention "Detroit Boat Show" or visit <https://www.marriott.com/event-reservations/reservation-link.mi?id=1566828180625&key=GRP&app=resvlink>.

Cutoff Date: Reservations must be made by 5:00pm, Tuesday, December 31, 2019 in order to receive the Exhibitor Rate. If at anytime you are told the room block is full, please contact Nicki Polan at MBIA 734.261.0123, ext. 4.

Marriott Renaissance Center, 400 Renaissance Dr., Detroit, MI 48243
 Exhibitor Rate: \$139 Standard Room(2 Queens), \$159- 1 King

Method of Reservations: Reservations can be made by calling 313-568-8000 and mention "Detroit Boat Show" or visit <https://book.passkey.com/go/DetroitBoatShow>

Cutoff Date: Reservations must be made by 5:00pm, Tuesday, December 31, 2019 in order to receive the Exhibitor Rate

INSURANCE REQUIREMENTS:

- * Exhibitors are required to have comprehensive general liability coverage, including premises, operations and contractual liability coverage and property damage liability from 1/9/20 - 1/29/20 (move-in, show dates & move-out):
- \$1,000,000 personal injury liability (The MBIA must be included on your policy(s) as an Additional Insured.)
- \$1,000,000 property damage liability (The MBIA must be included on your policy(s) as an Additional Insured.)
- \$100,000 statutory worker's compensation with employer's liability

Special Note: A COPY OF THE EXHIBITOR'S INSURANCE CERTIFICATE AND ENDORSEMENT PAGE MUST BE ON FILE WITH THE MBIA PRIOR TO MOVE-IN. Exhibitor's boats, exhibitor materials, etc., will not be allowed to enter the hall without a valid and approved insurance certificate and form on file.

Sample Insurance certificate

-CERTIFICATE OF INSURANCE

<p>PRODUCER YOUR INSURANCE PROVIDER</p> <p>INSURED YOUR COMPANY</p>	<p>Issue Date</p> <p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE OR MEMORANDUM OF INSURANCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AGREE, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE INSURANCE POLICIES LISTED BELOW.</p> <p>INSURERS AFFORDING COVERAGE A. B. C. AGENCY</p>																																				
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<p>DESIGNATED BY POLICY NUMBER OR POLICY NUMBER AND SPECIAL ITEM:</p> <p>CERTIFICATE HOLDER IS ADDITIONAL INSURED PER FORM (CLASS)</p> <p>IF DATES ARE GIVEN - INCLUDE MOVE-IN, SHOW DATES AND MOVE OUT</p>																																					
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PARKING:

Exhibitor and Public Parking: Adequate parking is available adjacent to TCF Center, plus a multitude of privately owned or Municipal parking lots are within walking distance. Go to our website, www.detroitboatshow.net, for additional parking options.

RULES & REGULATIONS:

* See "Rules & Regulations" link for detail.

SECURITY: (NAIAS Security)

Provided By: **MBIA's Contracted Provider- NAIAS Security**

Security personnel are on duty 24 hours a day.

Exhibitors must:

- * Make all reasonable efforts to protect property and valuables.
- * Provide property insurance protection against fire, damage and theft.
- * Lockup or cover merchandise after show hours. Lockup rooms are available upon request.
- * Use locked boxes for small merchandise.
- * Immediately report any incident to security supervisor, submit report to your insurance company.
- * Do not leave personal items such as cell phones, computers, PDA's, etc. unattended.

NEW! * Bring your trash cans to the aisle at night for emptying. We will not allow cleaning crews to look for trash in exhibits.

For security

- * **Exhibit halls close promptly one hour after the show closes, and reopen one hour prior to the show opening the next day.**
- * No one is admitted during closed times except cleaning personnel whose names appear on the "Cleaning Personnel Form." Cleaning personnel are allowed in exhibition hall three hours prior to show opening.
- * Security personnel may inspect bags, briefcases or materials at any time.
- * You may hire security for additional protection.

PHONE SERVICE/ INTERNET:

Provided by: AT&T Exhibitor Service Center, One Washington Blvd. Room D1-117,
Detroit, MI 48226; Phone: (313) 223-9198; Toll Free: (888) 976-2427; Fax: (313) 223-9199; or
Toll Free Fax: (888) 976-5868 * (See "Contractor Order Forms" tab)

SHOW OFFICE:

Location:	To be determined
Services:	Will call; exhibitor badges; special admission tickets.
Managed by:	Danielle Fahim; Phone No. (734) 261-0123, ext. 1
Dates of Operation:	January 15, 2020 through January 26, 2020
Hours Open:	During Move-in: 8:30 a.m. - 5:00 p.m. During Show Days: Open 1 hour prior to show opening and Closes 15 minutes after show closes
Move-in Staff:	Bethany Sly, Director of Exhibitor Sales Exhibitor space sales, and exhibitor issues, problems & incidents. Office: Contact through main show office at (734) 261-0123, ext. 2

SIGNS, BANNERS, STICKERS/BALLOONS/LIGHTS:

All signs must be made of inflammable materials and are subject to the written approval of the MBIA prior to move-in. (Note sign limitations specified within these Rules and Regulations.) Signs that, because of the inferior quality of material or workmanship, are deemed by the MBIA to detract from the dignity of the Show or signs that block TCF Center signs and graphics shall be prohibited in the sole discretion of the MBIA.

a. Hanging/Banner Signs: Exhibitors may have banners and metal, plastic, etc. signs hung from the ceiling by the Show contractor in accordance with TCF Center guidelines 10' inside the perimeter of the exhibit space, and the cost to install and remove these signs are the full responsibility of the Exhibitor. Hanging signs/banners are only allowed over bulk space exhibits and may not contain or allude to discounts or prices. Hanging signs/banners cannot exceed 10'0" in height and 2,000 lbs. in weight. Exhibitors are required to oversee the hanging of signs by contractor. There can be no double hung banners unless you are on a perimeter.

b. Pricing Signs: MBIA has no interest in the prices at which the exhibitors are willing to sell their products but is interested in maintaining a high standard in displays and presentations. To ensure the maintenance of this standard, it is suggested that an exhibitor display only one (1) Official Boat Show price per item.

Signs should meet the following requirements:

- i) Pricing signs may not exceed the maximum size of 18" x 23"
 - ii) Price decals and price stickers on boats are not allowed
 - ii) All price signs displayed on boats or equipment must be quoted F.O.B. Metro Detroit.
 - iii) Reduction from the retail price will be permitted as a "Boat Show Special"; however, a quoted F.O.B. Metro Detroit price must be shown if a "Boat Show Special" price is listed.
- c. Easel-type signs** shall not exceed two (2) feet by four (4) feet.
- d.** No decorations or signs shall be placed or attached on building walls and ceilings by nails, tacks, screws, wire or adhesive tape without approval by MBIA and TCF Center. No Exhibitor may pin, staple, or otherwise affix signs, photographs, display materials or any other type of advertisement or material whatsoever to pipe and drape supplied by the MBIA. Any damages incurred as a result of violating this provision shall be charged to the Exhibitor.
- e.** A manufacturer's illuminated logo or product identification sign may be utilized in an exhibit.
- f.** Signage must be professionally and securely built and hung from the ceiling and/or floor mounted on stands or stanchions and secured in such a way to prevent said signs from falling and tipping over. If electrical, sign must conform to electrical codes required by TCF Center.
- g.** No signs of any type whatsoever shall exceed eight (8) feet in height from the floor of the Exhibit Hall, unless specially approved by the MBIA. Feather banners may be higher than 8 feet, but no wider than 3 feet.

- h. Stickers and decals are prohibited everywhere in TCF Center; Stickers and decals showing company name and brand information are allowed on boats located on the show floor; Price decals and price stickers on boats are not allowed. TCF Center must approve use of helium balloons.
- i. Laser type signs are permissible but display may only appear within the boundaries of the Exhibitor's booth, which is defined by the exhibit floor space and vertically up to the ceiling. Laser signs may appear on the wall space adjacent to an exhibitor only if that exhibitor has contracted for space directly across from and right up to that wall, and is limited to the width of the exhibitor space along that wall.

FREE ADVANCE TICKET PROMOTION:

- * The "Free Advance Ticket Promotion" will continue in 2020, based on exhibit space size. It is imperative that participating exhibitors adhere to the participation agreement when accepting and using the promo tickets.
- * Tickets must be distributed to your clientele in advance of the show.
- * **These tickets cannot be left at the boat show Will Call counter**
- * Any exhibitor found distributing free advance tickets within the show or in the lobby area will be no longer eligible to participate in any future ticket promotion. Your cooperation is important to the integrity of the program.

SPECIAL ADMISSION TICKETS:

- * Cost per ticket- \$6.50 each (Half Price)
 - * Payment must be included with order
 - * Order on Guest Ticket Form in the exhibitor portal
 - * Minimum order: five (5) with Visa/MC; No Minimum when paying with Cash.
 - * Tickets available at the show office (cash or Visa/MC only), payable at the time of purchase.
- * **Refunds for unused special admission tickets will be honored through **February 28, 2020** only. No Exceptions.**
- * **If you have unused tickets at the Boat Show Office, claim them before the show ends and close your account in order to receive a refund. Tickets unclaimed will not be refunded.**
- * **Special Admission Tickets cannot be re-sold by the exhibitor. They must be provided by the exhibitor complimentary to their customers.**

WEB SITE: www.detroitboatshow.net:

The boat show's website, www.detroitboatshow.net, serves as the source of information on the show via the web. As an exhibitor, you will be included on the exhibitor listing. Consumers and boat show attendees will have the opportunity to become familiar with the Detroit Boat show prior to arrival and search the boat show website for valuable information including the list of exhibitors and products on display. If you are interested in an enhanced listing or a banner ad on the show's website please contact Amanda Wendecker 734-261-0123 ext.3 or awendecker@mbia.org

8 STEPS TO ASSURE YOUR SUCCESS

MBIA wants you to have a successful exhibiting experience at the Detroit Boat Show and there are many elements that will help you in your success.

- 1) **Draw in those customers** – If there are people in your booth and a solid buzz around your products and services, others will want to know why and will be drawn to your exhibit. Be sure to invite your best customers and your potential customers to see you at the show to keep the flow of traffic going into your exhibit.
- 2) **Help promote the show** – MBIA has a number of tools available for you to use to help promote the show. Put a banner ad up on your website, include a banner ad in your next e-newsletter, communicate show information via your Facebook and Twitter accounts, and include the show information in any pre-show advertising. The more people who attend the show the better. Email awendecker@mbia.org for these tools.
- 3) **Stand out from the crowd** – Take advantage of the enhanced listing opportunities, or banner ad options to be sure your business is front row and center to show attendees. Sponsorship opportunities can be found at www.DetroitBoatShow.net under Sponsors.
- 4) **Recruit the troops** - Post on your own and on the Detroit Boat Show Facebook and Twitter pages information about your business, special offers, and products exhibited at the Detroit Boat Show, and ask your employees, friends and family to do the same. Lead them to www.DetroitBoatShow.net website for more information.
- 5) **Engage the media** – Send a press release to your local media outlining why you are going to be exhibiting at the Detroit Boat Show. A sample press release can be found in the Exhibitor Section of www.DetroitBoatShow.net. Be sure to let the MBIA know about any product launches, new and interesting products and services, and also send a copy of your press release for our media efforts.
- 6) **Use best management practices** – Be sure you have the right people working your booth and that they have been trained on how to best represent your business, products and services.
- 7) **Offer an incentive to buy** – Offer a special deal, discount or service that truly will go away after the show. If you extend the special deal after the show is over, you have decreased the urgency to buy.
- 8) **Get leads** – Create a method by which you can collect leads and be sure to follow up on them in a timely manner.

Thank you for exhibiting at MBIA produced Boat Shows, where proceeds go back to our industry via MBIA programs & services.

2020 Rules and Regulations Governing Exhibition

1. PERMISSIBLE EXHIBITS: Only products and services identified on the Application & Contract for Exhibit Space and approved by the Michigan Boating Industries Association ("MBIA") are authorized to be displayed at the Detroit Boat Show ("Show"). Exhibitors shall display only new, untitled 2020, 2019, 2018 and no more than 10 percent of 2017 model year boats and vessels. Exhibitor shall provide the MBIA with Manufacturer Statement of Origin or other substantial proof of said model years at MBIA's request. All displayed product shall be exhibited by current manufacturer-authorized dealers, authorized to sell 2020 models of that manufacturer. Exhibitors who violate the rule on permissible exhibits are subject to a fine and the cost of removal of these products. Any used, previously registered or 2016 or prior year products discovered in the Exhibit Hall, not in accordance with the terms of the Application & Contract for Exhibit Space, may be removed at Exhibitor's expense and, since the parties recognize that it is practically impossible to determine the actual damage that would result if Exhibitor breaches this provision, Exhibitor agrees to pay to MBIA the sum of U. S. \$1,000 for each violation as liquidated damages. The ratio of new to new/non-current boats displayed may change at the sole discretion of MBIA.

2. PERMISSIBLE ACTIVITIES: Each Exhibitor recognizes that the Show is an opportunity to showcase products and promote the industry, as well as an opportunity to sell products. Exhibitors shall be respectful of other Exhibitors' display areas and products. Exhibitors are prohibited from soliciting business in the aisles, other public spaces, or in another Exhibitor's Exhibit Space. We request Exhibitors also refrain from entering other exhibits, taking pictures of competitive products, using competitor exhibits for employee orientations or training during the Show, or otherwise causing any disruptions during the Show. In order to grow our industry, Exhibitors must work together to maintain the highest standards of excellence and professionalism not just with the consumer, but also with other Exhibitors. Individual exhibitors may bring their box lunches and drinks for the day, but cannot offer food or drinks to the general public unless this food and drinks has been purchased from the official TCF Center caterer - Centerplate. Under no circumstances can exhibitors cook or prepare any food for their employees or public while on site and under no circumstances can an exhibitor serve alcohol to the employees, guests or attendees while on site.

3. PRODUCTS TO BE EXHIBITED: Exhibitor shall specifically identify all products to be displayed in the space provided on the Application & Contract for Exhibit Space. Any products not so listed or submitted to the MBIA for written approval at least thirty (30) days prior to the opening date of the Show, may be removed from the Show at Exhibitor's expense. A limited number of new sport utility vehicles, cars and sport trucks may be part of an exhibit, provided there is prior written approval from the MBIA 30 days in advance of the Show, which approval shall be at the sole and absolute discretion of the MBIA. Except as provided herein, all vehicles, trucks and automobiles are prohibited from display or exhibit. MBIA sponsorship packages may include exclusivity agreements which will prohibit exhibits displaying products or services, including but not limited to sport utility vehicles, cars, or sport trucks, other than those produced or marketed by the sponsoring organization. Products not actually exhibited within the Show shall not be represented by models, photographs, or any other means of graphic representation except that color photographic displays of Exhibitor owned used boats will be allowed to a maximum size of two (2) feet by four (4) feet easel-type. In the event that a product is not physically displayed at the Show by another Exhibitor, another Exhibitor, if authorized to sell that product, may utilize signage indicating that Exhibitor is an authorized dealer for that product. The MBIA may, at anytime, require Exhibitor to produce written evidence satisfactory to the MBIA that Exhibitor has the authority to sell all products to be exhibited. All products for which Exhibitor fails to provide such satisfactory written evidence upon request are prohibited from display or exhibit and shall be removed from the Show at Exhibitor's sole expense.

4. CONSTRUCTION OF EXHIBITS:

a. Maximum back wall height permitted for any booth exhibit shall be eight (8) feet high plus a maximum of two (2) feet for signs; however, if a booth exhibit is positioned whereby the back wall of the booth serves as a side wall to another booth exhibit, the height can not exceed three (3) feet without approval in writing from the MBIA at least thirty (30) days in advance of the Show.

b. Exhibitors shall be required to finish and decorate both sides of party walls of a booth exhibit in cases where neighboring Exhibitors have an open display. The MBIA shall have the right to finish and/or decorate any unfinished partitions, walls, cradles, trailers or backs of signs which are visible to the public and to charge for the cost of said work to the Exhibitor.

c. No constructed walls enclosed within a bulk space may exceed three (3) feet in height unless plans therefore have been approved in writing by the MBIA at least thirty (30) days in advance of the date of the Show opening.

d. Exhibitor shall not drive nails, hooks, tacks, screws or other devices into any part of the facility or affix matter thereto by paste, tape or adhesive or alter the facility in any respect. No damage of any nature whatsoever shall be done to the booth structures or to any part of the Exhibit Hall, and the Exhibitor shall be held fully responsible in the event that said damage does occur from whatever cause.

e. Crepe paper, bunting, tissue paper or corrugated paper shall not be used as background, decoration or trim in any exhibit.

f. No constructed walls may be erected in bulk floor spaces to separate adjoining Exhibitors unless plans therefore have been approved in writing by the MBIA at least thirty (30) days in advance of the date of the Show opening.

g. Construction of a raised deck over all or a portion of the Exhibitor's exhibit space must have the written approval of the MBIA 60 days in advance of the move-in of the Show. Plans must be designed and certified for such use by a qualified licensed engineer (certification shall be supplied to MBIA upon request) and approved by TCF Center management after authorized by MBIA. An additional exhibit space fee determined by the MBIA may be applicable for raised decks.

h. Maximum side wall height for booths shall be three (3) feet for a minimum distance of six (6) feet from the front corner, unless plans therefore have been approved in writing by the MBIA at least thirty (30) days in advance of the date of the Show opening.

i. The use of office trailers is discouraged; however, Exhibitors wishing to use office trailers must exhibit trailers in a space located on the perimeter walls of the Show, and be subject to review and approval by the MBIA. Exhibitor and/or Manufacturer semi-trailer/truck displays also will be authorized only on the perimeter walls of the exhibition hall.

j. Exhibitors are responsible within the boundaries of their exhibit to adhere to the Americans with Disabilities Act (ADA).

k. Exhibit display and items must remain within the confines of the contracted exhibit space. Exhibitors whose exhibit items infringe on either neighboring space or aisle space are subject to fine and/or removal of exhibit item(s).

l. Exhibitors with spaces larger than 400 square feet, may be required to use CSS contractors as outlined in the TCF Center work rules.

m. All steps must have handrails.

5. BOAT DISPLAYS: With the expressed written approval of MBIA, it may be permissible to stand boats erect or on end or on a raised deck provided that the boat display structure has been appropriately designed and has been certified for such use by a qualified engineer (certification shall be supplied upon request). Said boats shall be placed ten (10) feet from any aisle and ten (10) feet from the boundary line or lines of any adjoining Exhibitors or the outside perimeter of the raised deck; any exception must be approved in advance by the MBIA. This provision shall apply to all boats displayed erect or in an elevated position and any such boats shall be erected or so elevated at the Exhibitor's sole expense. Any Exhibitor who causes excessive labor/boat lifting fees beyond those normally incurred by the MBIA, as determined by the MBIA in its sole discretion, will be responsible hiring their own labor and/or reimbursing the MBIA for all such fees.

6. BOATS AND BOAT TRAILERS: Boats, motors, trailer tongues and wheels are not permitted to extend beyond the boundaries of the Exhibitor's rented space. Exhibitors found with boats or trailers beyond the borders of their booth are subject to removal of that boat and/or a fine of up to \$1,000 per occurrence. In addition to this being a violation of space contracted for, it is also a safety hazard. The Exhibitor agrees to decoratively cover all trailer tongue stands, loose wheels and exposed hubs to the satisfaction of the MBIA with drapery, paint, foil, or other decoration acceptable to the MBIA. Milk crates, concrete blocks or other construction materials are prohibited unless so decorated.

7. FIRE PREVENTION:

a. All materials utilized in connection with an Exhibitor's exhibit or display area must be made of fire proof material and treated with a flame retardant and be made fireproof prior to the date of the opening of the Show.

b. All boats, vehicles, and equipment exhibited in the Exhibit Hall shall have all fuel removed and batteries disconnected and taped prior to entry into the Exhibit Hall or Special display or demonstrator vessels and vehicles must be void of all fuel with tanks sealed with a locking type gasoline cap and purged.

c. Smoking is prohibited in the facility at all times.

d. Fire fighting and emergency equipment and signage shall not be blocked or obstructed under any circumstances.

e. Liquid propane tanks or any flammable materials are prohibited.

8. SIGNS: NO SIGNS OF ANY TYPE WILL BE HUNG FROM SUPPORT PILINGS OR PERIMETER WALLS:

All signs must be made of inflammable materials and are subject to the written approval of the MBIA prior to move-in. (Note sign limitations specified within these Rules and Regulations.) Signs that, because of the inferior quality of material or workmanship, are deemed by the MBIA to detract from the dignity of the Show or signs that block TCF Center signs and graphics shall be prohibited in the sole discretion of the MBIA.

a. Hanging/Banner Signs: Exhibitors may have banners and metal, plastic, etc. signs hung from the ceiling by the Show contractor in accordance with TCF Center guidelines 10 feet within the perimeter of the exhibit space, and the cost to install and remove these signs are the full responsibility of the Exhibitor. Hanging signs/banners are only allowed over bulk space exhibits and may not contain or allude to discounts or prices. Hanging signs/banners cannot exceed 10'0" in height and 2,000 lbs. in weight. Exhibitors are required to oversee the hanging of signs by contractor. There can be no double hung banners (one banner above the other) unless exhibit is on a perimeter. Interior banners cannot be double sided and cannot block the perimeter of the show. All exceptions must be approved by show management.

b. Pricing Signs: MBIA has no interest in the prices at which the exhibitors are willing to sell their products but is interested in maintaining a high standard in displays and presentations. To ensure the maintenance of this standard, it is suggested that an exhibitor display only one (1) Official Boat Show price per item.

Signs should meet the following requirements:

- i) Pricing signs may not exceed the maximum size of 18" x 23".
- ii) Price decals and price stickers on boats are not allowed.
- ii) All price signs displayed on boats or equipment must be quoted F.O.B. Metro Detroit.
- iii) Reduction from the retail price will be permitted as a "Boat Show Special"; however, a quoted F.O.B. Metro Detroit price must be shown if a "Boat Show Special" price is listed.

c. Easel-type signs shall not exceed two (2) feet by four (4) feet.

d. No decorations or signs shall be placed or attached on building walls and ceilings by nails, tacks, screws, wire or adhesive tape without approval by MBIA and TCF Center. No Exhibitor may pin, staple, or otherwise affix signs, photographs, display materials or any other type of advertisement or material whatsoever to pipe and drape supplied by the MBIA. Any damages incurred as a result of violating this provision shall be charged to the Exhibitor.

e. A manufacturer's illuminated logo or product identification sign may be utilized in an exhibit.

f. Signage must be professionally and securely built and hung from the ceiling and/or floor mounted on stands or stanchions and secured in such a way to prevent said signs from falling and tipping over. If electrical, sign must conform to electrical codes required by TCF Center.

g. No signs of any type whatsoever shall exceed eight (8) feet in height from the floor of the Exhibit Hall, unless specially approved by the MBIA. Feather banners may be higher than 8 feet, but no wider than 3 feet.

h. Stickers and decals are prohibited everywhere in TCF Center; Stickers and decals showing company name and brand information are allowed on boats located on the show floor; Price decals and price stickers on boats are not allowed. TCF Center must approve use of helium balloons.

i. Laser type signs are permissible but display may only appear within the boundaries of the Exhibitor's booth, which is defined by the exhibit floor space and vertically up to the ceiling. Laser signs may appear on the wall space adjacent to an exhibitor only if that exhibitor has contracted for space directly across from and right up to that wall, and is limited to the width of the exhibitor space along that wall.

Any exceptions to these rules must be approved by Show Management

9. PUBLIC ADDRESS SYSTEMS, PICTURE PROJECTORS, MUSIC, SALES TAX, ALCOHOL, ETC.:

a. No public address system shall be used in any exhibit without the prior written approval of the MBIA. No horns, bells, whistles or other noise making devices are permitted.

b. The operation of sound picture projectors, radios, stereo equipment, computers or any other type equipment or mechanical device which may in the sole discretion of the MBIA interfere, annoy or otherwise disturb other Exhibitors shall not be permitted.

c. Music, either prerecorded or live, is strictly prohibited unless the Exhibitor has a music licensing agreement between the Exhibitor and the appropriate music licensing agency or agencies and pays appropriate fees. The MBIA will require proof of licensing and must approve music thirty (30) days prior to the Boat Show. Notwithstanding the above, the MBIA reserves the right to prohibit all music during the Show.

d. Exhibitor is responsible for collection and remittance of appropriate MI Sales/Use Tax on sales conducted at the Show.

e. Alcoholic beverages shall not be brought into the exhibition hall and are subject to confiscation.

10. UTILITY SERVICE: Alternating current is available throughout the exhibit area (220 volts and 110 volts, 60 cycle), plus additional power needs can be arranged. All requests for the use of utilities must be approved by the Show Services desk and any work or labor performed in connection with said use must be performed by the Exhibit Hall Contractor. The MBIA will not be responsible for any electrical expense and said expense shall be the sole responsibility of the Exhibitor. All electrical wiring and equipment shall meet the code requirements of the City of Detroit.

11. EXHIBIT CARE:

a. Exhibits shall be clean and orderly at the time the Show opens and shall be so maintained throughout the entire Show.

b. An authorized representative of the Exhibit or the Exhibitor must be physically present in the Exhibitor's booth or at the Exhibitor's display area at all times during the hours that the Show is open.

c. Exhibitor is responsible for vacuuming carpet in contracted exhibit area using Exhibitor's employees or Cobo exclusive contractor.

d. The space rented herein shall be subject to inspection by the MBIA after the Exhibitor removes materials at the conclusion of the Show and said space shall be clean and in good condition at the time of said inspection.

e. A permit shall be required for any and all materials removed from the Exhibit Hall or display area at any time during the Show. Permits may be obtained at the Show Office.

f. Exhibitor shall be responsible for any damage, caused by his or her staff member's negligence, to the exhibition hall or TCF Center.

12: MOVING VEHICLES & AIRBORNE OBJECTS: a. The use of all artificial means of personal transportation, motorized or otherwise, is strictly prohibited in the Exhibit Hall at all times, whether for transportation, demonstration or otherwise, including but not limited to Segways (or other similar devices), vehicles, bicycles, scooters, roller blades, etc. Exceptions to this rule are for physically handicapped persons using wheelchairs, children in strollers, and golf carts and commercial vehicles operated by personnel specifically authorized by MBIA. b. The use of drones and other airborne objects in TCF Center is prohibited anywhere on property. Additionally, it is prohibited to sell or distribute objects and materials designed to be thrown or propelled in the air unless approved by the MBIA. It is also prohibited to actively propel objects or material into the air anywhere on property at TCF Center and at the Detroit Boat Show.

13. RESPONSIBILITY FOR EXHIBITOR'S PROPERTY: MBIA provides event security and assists in determent of theft and damage whenever possible. Plain Clothes and/or Uniformed Guards shall be on duty twenty-four (24) hours a day during the duration of the Show but it is understood that the Exhibitor shall be solely responsible for providing protection for the Exhibitor's property and any miscellaneous items in the Exhibitor's booth or display area and Exhibitor agrees to provide and bear the sole responsibility for a lock box for such personal property and miscellaneous items. Exhibitor agrees to provide at its sole expense insurance protection against injury, fire, damage, and theft to said property, miscellaneous items or materials utilized in connection with Exhibitor's exhibit or display area and marshalling yards and parking lots. MBIA Show Management does not support a policy for reimbursement for any loss or damages.

14. EXHIBITOR'S CREDENTIALS: Credentials are to be used for employees only and will be issued in accordance with the Exhibitor Manual distributed prior to the Show. Any misuse of credentials will subject Exhibitor to the confiscation of his or her credential. Excessive abuse by an Exhibitor's staff will subject Exhibitor and his or her display to immediate removal from the Show and the cost of removal will be the sole responsibility of the Exhibitor.

15. PROHIBITION AGAINST SUBLEASING AND TRANSFER OF SPACE: The rights, duties, and obligations provided under this Application & Contract for Exhibit Space are exclusively Exhibitors. a) The subleasing, assigning, apportioning or any transferring of whatsoever nature of the space reserved herein, or any portion thereof, is prohibited without the express written consent of the MBIA. This applies to all entities whether they be for profit, non-profit, and whether they are selling or not selling products and/or services. b) Applicant agrees not to allow use of any portion of the assigned space for another individual or company that is auxiliary to, related to or secondary to the applicant. c) Applicant agrees to not intentionally misrepresent the true nature of the use of any portion of the assigned space. Any successor or assignee of Exhibitor shall have no right to exhibit without the express written consent of the MBIA.

16. SHOW MOVE-IN/MOVE-OUT SCHEDULE: Exhibitor agrees to comply with the Detroit Boat Show schedule of Move-In and Move-Out. Exhibitor's products and materials to be utilized in connection with Exhibitor's exhibit or display area shall be delivered to the Show premises only on the assigned move-in day. If move-in or move-out is delayed because of exhibitor, MBIA will charge overages back to exhibitor. All dismantling and removal of exhibit material shall occur in accordance with the terms of the Exhibitor Manual and move out schedule. Exhibitors utilizing a common carrier or other means of transportation requiring unloading shall arrange for and be solely responsible for the cost of said services.

17. PRINTED MATERIALS/ADVERTISING/PROMOTIONS: a. Advertising material may be distributed by the Exhibitor at individual booths. Distribution of such material is prohibited in the aisles of the Exhibit Hall or any area outside of the individual booths. Theme characters, entertainers, mascots and similar type personnel must stay within the Exhibitor's display space unless otherwise authorized by MBIA. Upon request, all printed materials, advertising materials or promotions of Exhibitor are subject to review and approval by the MBIA. Exhibitor shall not produce, market or distribute at the Show or through any public or private media, any printed material, advertising material or promotional material which, in the sole and absolute discretion of the MBIA, is contrary to the Show promotions or which negatively impact or are not in the best interests of the MBIA, the Show, TCF Center or the boating industry in general. Violations of such advertising prohibition shall subject Exhibitor to immediate removal from the Show and Exhibitor shall be responsible for all consequential damages as a result of such advertising or promotion. b. Exhibitor's advertising and marketing of its participation in the Show in any medium, including but not limited to such activities on websites owned or controlled by Exhibitor and elsewhere on the internet, shall comply with all contracts and shall not infringe or otherwise misuse MBIA's trademarks, MBIA's marks, branding and other intellectual property. If, in the reasonable belief of MBIA, (i) Exhibitor's activities infringe on any of the MBIA's websites, or (ii) Exhibitor's activities, including Exhibitor's using, without permission, the MBIA marks on websites or in domain names, metatags, hypertext links, or any search engine sponsored links or search engine advertising programs (e.g., Google AdWords), are likely to cause confusion, mislead, or deceive, as to the affiliation, connection, or association of MBIA with Exhibitor or its goods, services or other commercial activities, including but not limited to diverting away from MBIA and Show websites and to Exhibitor's space, the MBIA maintains the right to refuse space to Exhibitor at future boat Shows and to fine Exhibitor for lost revenue resulting from consumer confusion. MBIA's decision on all such matters shall be final.

18. POSTED REGULATIONS: Exhibitor agrees to comply with the Exhibitor Manual and all rules and regulations as the MBIA and the Cobo Conference/Exhibition Center may publish, post and/or distribute from time to time during the Show and all federal, state and local laws and ordinances.

19. PAYMENT FOR SPACE AND LIQUIDATED DAMAGES:

a. Payment in full pursuant to the terms specified on the attached Application & Contract for Exhibit Space is a condition precedent to utilization by Exhibitor of the space reserved herein. An Exhibitor delinquent in making the payments required hereunder or an Exhibitor with a past due balance shall be deemed to have forfeited the space reserved herein as of the date said delinquency occurs or past due balance became due. In the event that the Exhibitor is deemed to have forfeited the space reserved herein, the MBIA, in its sole discretion, may reassign the said forfeited space and retain as liquidated damages the sum or sums paid by Exhibitor prior to said delinquency occurring or said past due balance occurring. In the event that the Exhibitor fails to fulfill its obligation pursuant to this Application & Contract for Exhibit Space or any amendments thereto, violates the terms or provisions hereof or withdraws from the Show, the MBIA shall retain as liquidated damages any and all sums paid by said defaulting or withdrawing Exhibitor.

b. **Cash Payment Rebates:** If made by cash, check, or ACH payment, a 4% rebate will be given to each full installment payment received on or before its due date. Rebates are for cash, check, or ACH payments only; credit card payments do not qualify for rebates. All qualified rebates will be paid by MBIA to Exhibitor in December.

20. INSURANCE:

a. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations, and contractual liability coverage of at least U.S.\$1,000,000 for Personal Injury Liability and U.S.\$1,000,000 for Property Damage Liability, and shall name the MBIA, City of Detroit Downtown Development Authority, SMG and Detroit Regional Convention Facility Authority as additional insured. MBIA, in

its sole discretion, may require additional insurance coverage from any Exhibitor. from 1/9/20- 1/29/20 (move-in, Show dates & Move Out)

b. Exhibitor shall carry Statutory Worker's Compensation insurance as required by the laws of the State of Michigan with Employer's Liability coverage limits of at least U.S. \$100,000.

c. Proof of insurance and Additional Endorsement Page, satisfactory to the MBIA, must accompany Application & Contract for Exhibit Space and shall be provided to the MBIA. The MBIA must be named as an "additional insured" on your policy and it must state so on the certificate. Exhibitors will be denied move in to the exhibit hall until insurance requirements are completed.

21. HOLD HARMLESS AND INDEMNITY AGREEMENT:

a. Exhibitor agrees to indemnify, defend, and save harmless the MBIA, Detroit Boat Show, The Civic Center, The City of Detroit, Sponsors and their respective managers, directors, officers, sponsors, employees, agents, successors, and assigns from any suit or claim, for personal injury or for property damage or loss of use of property by whomsoever sustained on or about the Exhibitor's display or exhibition space or arising in any manner out of Exhibitor's participation in the Show unless said damage or injury is due solely to the negligence of the MBIA, Detroit Boat Show, the Civic Center or the City of Detroit.

b. Exhibitor agrees to indemnify, defend, and save harmless the MBIA, Detroit Boat Show, Sponsors, The Civic Center, The City of Detroit, and their respective managers, directors, officers, sponsors, employees, agents, successors, and assigns for loss or damage to the Exhibitor's property utilized in connection with Exhibitor's participation in the Show and the utilization of the marshalling yards.

22. ENFORCEMENT AND AMENDMENTS: The MBIA shall have the exclusive right to interpret and enforce all rules, regulations and provisions contained herein and the MBIA shall have the right to promulgate such further rules, regulations and provisions as it shall consider necessary for the proper conduct of the Show to include the right to assign space location, reassign or change space location, increase or decrease exhibit space and overall show size, change entrances, aisles, and any aspects of the show production. MBIA may cancel the Show either prior to or during the Show Dates and return to Exhibitor all or a pro-rata portion of the advance deposits paid by Exhibitor as Exhibitor's sole and exclusive remedy and MBIA shall have no further obligation to Exhibitor and this Application & Contract for Exhibit Space shall become null and void. By signing the Application & Contract for Exhibit Space, Exhibitor agrees to comply with the rules, regulations and provisions of this Application & Contract for Exhibit Space and to further comply with the decisions of the MBIA in the interpretation and enforcement hereof. Notwithstanding anything herein to the contrary, in the event that an Exhibitor is deemed to be in breach of any of the items or provisions of the Application & Contract for Exhibit Space, said Exhibitor shall be subject to immediate removal from the Show and the cost of said removal shall be borne exclusively by said Exhibitor.

23. SEVERABILITY: It is mutually understood and agreed that all terms and provisions contained in the Application & Contract for Exhibit Space are severable and that in the event any of them shall be held to be invalid by any competent Court, this Application & Contract for Exhibit Space shall be interpreted as if such invalid term or provision or covenant were not contained in this Application & Contract for Exhibit Space.

When submitting an Application & Contract for Exhibit Space, Exhibitor agrees to exhibit pursuant to, and comply with, the Exhibiting Rules & Regulations and the Exhibitor Manual for the corresponding year of the Show. Rules and Regulations are also available at www.detroitboatshow.net, in the Exhibitor Manual, and from the MBIA.

The Detroit Boat Show is owned and produced by the Michigan Boating Industries Association.

8625 Richardson Rd. Commerce Twp., MI 48390

Phone: 734.261.0123; 800.932.2628; Fax: 734.261.0880

Website: www.mbia.org; E-mail: boatmichigan@mbia.org

MOVE-IN Instructions

MOVE-IN DATE & TIME:

Move-in to exhibit space starts on **Thursday, January 9 through Friday, January 17, 2020**

Move-in hours are 8am to 4:30pm. You can stay later, but must enter the building prior to 4:30pm.

IMPORTANT- you must adhere to your specific move-in/out day and time sent separately from this document.

Marshalling plans for the 2020 Detroit Boat Show are evolving. The show has grown again so we will have less indoor marshalling space during move in. We are working to secure an offsite marshalling area as we did in 2019. As these details come together we will keep you informed as to when and where you should transport your boats and equipment prior to your move-in time. – Thank you for your patience.

MOVE-IN ALLOWED ONLY IF:

* Products- new 2020, 2019, 2018 & 2017 (only up to 10% '17) models

* Your space invoice balance is paid in full.

(Payment delivered to Boat show office at the TCF Center must be in the form of a cashier's check or money order PRIOR TO MOVE-IN; no personal or corporate checks accepted!)

* Certificate of Insurance in the required amounts naming MBIA "as an additional insured" must be on file

* You have all green lights on Boat Show Manager.com

IMPORTANT: DO NOT BRING IN BOATS ON A MULTI-UNIT TRUCK OR PIGGY-BACKED ON A SINGLE TRAILER- THEY WILL NOT BE UNLOADED.

1. Any exhibitor leaving boats, trailers, displays, equipment or other at the marshalling hall does so at his or her own risk.
2. Ensure that your insurance policy provides protection for any property left for any period of time in the marshalling hall. Identify boats, trailers, etc. with your company name and phone number so you can be identified and notified in case of emergency.
3. Vehicles must be removed from all halls promptly due to the Fire Marshall.

Move-in times are scheduled to make set-up as smooth as possible for EVERYONE. Boat Show staff will be at TCF Center to direct you and insure proper utilization of the marshalling area and storage area.

PREPARATION:

* Have all exhibit materials contained in one vehicle. Split shipments force you and your staff to spend more time in the marshalling hall waiting for another crew to be available.

* Have display and materials as completely assembled as possible in advance.

* Have all your exhibit materials ready to unload at **one time**.

* Once a crew is working with you, they stay with you until you are completely in.

* **Remove snow & ice from boats, trailers and vehicles before entering!**

* **DO NOT BRING IN BOATS ON A MULTI-UNIT TRUCK OR PIGGY-BACKED ON A SINGLE TRAILER
THEY WILL NOT BE UNLOADED.**

SHRINKWRAP:

If wet or snowy, shrinkwrap should be removed prior to entering the show floor. There is a dumpster located in the back of Hall C. All shrinkwrap must be disposed of in this dumpster, not in other receptacles around the show.

INSTALLATION & SET-UP: (See Cobo's NEW "Work Rules for Exhibitors")

- * Exhibitors must wear the move-in/out I.D. buttons during move-in & out periods.
 - * Buttons must be visible - will be checked by security. NOTE: These buttons are not accepted during show days for entrance to the show. Do not reuse previous show buttons.
 - * Boat Show assumes cost of moving boats or exhibit materials one time to the location designated by exhibitor's representative. After that you must secure your own labor to facilitate any further needs.
 - * Second moves or your delay in meeting your move-in time and date, or no one representing your interest in your exhibit area, which cause display disruptions, will be at the exhibitor's expense.
 - * **Any lifts of boats that are not displayed at the show and boats lifted more than once will result in appropriate fees being charged to the exhibitor.**
 - * Have someone of authority representing you at all times at your exhibit space.
 - * **Exhibitor vehicles and equipment must be unloaded and removed immediately from the hall.**
- The MBIA, at its discretion, has the right to move a vehicle or equipment or have it towed at the owner's expense.
- * Ship boats completely fitted. Assembly work is not included in your exhibit fees. Labor for installing ramps, walkways, docks, closing booths, carpet, decorative displays, and hanging banners are at the expense of the exhibitors. (See Contractor Order Forms tab) The MBIA reserves the right to charge back labor charges to exhibitors who are found abusing labor services.
 - * Deliveries will be accepted only at your assigned date and time.
 - * No delivery will be accepted before 8:00 a.m. or after 4:00 p.m. - arrange to have deliveries made between these hours or authorize charges for overtime unloading.

EXHIBITOR CONTRACTED SERVICES:

Provided by:	<u>Convention & Show Services (CSS)</u> 1250 John A. Papalas Drive, Lincoln Park, MI 48146 Office Phone: 313-386-5555 Phone @ Cobo Hall: 313-259-7632 FAX 313-259-1263
Located:	During move-in, show dates, and move-out, CSS will have an onsite service desk.
Order in Advance:	Order in advance to save \$\$\$. (See order forms for details)
Contracted Service Fees:	Due and payable on the exhibit floor at the time of move-in or out.

Labor Union Information:

- * TCF Center is a union trade shop for certain installation and dismantling of exhibits. Please review rules to determine whether union personnel must be utilized for the assembly of any exhibits, ramps, etc., or otherwise assembled display.
- * TCF Center has work rules for Exhibitors which will help reduce your costs. Please review the detailed explanation attached in this section of the manual.
- * Contact Convention & Show Services to arrange for your set-up crew.
- * **When assigned a crew, it is necessary for you to "sign in" and "sign out" that crew when their work is complete.**

Exhibitors who violate these rules risk being invoiced for estimated labor that would be required to complete the task or project. These fees will be due and payable prior to move-out and will include assembly and disassembly.

* If you feel that your equipment or show personnel are being treated unfairly or billed improperly, contact the Contractor Operations Manager, and Boat Show Staff. Complaining to union personnel or his/her foreman may create disruptions without any solutions. By following the proper procedure, your complaint will be resolved in a timely fashion.

Three unions are represented through Convention & Show Services:

- **Teamsters** - operate fork lifts and move exhibit material to and from exhibit space.
- **Iron Workers** - move machinery, operate cranes and assist crane operators in lifting boats & display materials.
- **Carpenters** - install pipe and drape, install and remove carpet, and assemble exhibits.

TIPPING

- * The Detroit Boat Show and the unions have a long-term working relationship. Union personnel are professionals and, as such, are proud to be of service and proud of quality work. They do not expect nor ask for gratuities but they do expect to be treated with the same courtesy and respect afforded other professionals.
- * The MBIA, Convention & Show Services and all contractor firms pledge to make this show as pleasant as possible for all concerned. Your cooperation is appreciated.

CEILING & DOOR WIDTHS:

- * Ceiling heights are 30 ft.
- * Door widths vary. Union staff will direct exhibitors to the appropriate door for entering the hall)
- * The largest door in Hall D is 17' wide x 16' high, in Hall C 18' wide x 20' high, and Hall A 16' x 20'

CARPETING:

- * Make arrangements with Convention & Show Services for installation in advance of your arrival.
- * Carpet installation is at exhibitor's expense.
- * Carpet must fit designated space; no overhanging.
- * You may furnish your own carpet and carpet tape (**of proper quality**) but union labor must install it.
- * Recommend having plastic installed over your carpet to protect it from tears and soil damage. It is impossible to insure no damage to carpet as a result of equipment and personnel moving throughout the hall. It is an inherent risk during set-up and break down. The MBIA and Convention & Show Services will not be responsible for carpet damage as a result of move-in and move-out activities.

STORAGE:

- * Crates, cartons, etc. may be stored at no extra cost in designated storage areas by CSS.
- * There are a limited number of rooms in TCF Center available to store merchandise and valuables. These areas will be open one hour before the show opens and closed one-half hour after the show closes. For access contact MBIA exhibit hall staff.
- * Occasionally MBIA can negotiate storage for a limited number of boat trailers in TCF Center to be stored during the show dates; exhibitors using the marshalling exhibit hall do so at their own risk; **trailers must be marked and identified by the exhibitor showing the company name and phone number. Vehicles cannot be left or stored inside Exhibit Halls.**

SHIPMENTS & TRUCKING OVERSIZED LOADS:

- ***Prior to move-in:** Shipments of displays and literature can be made to-
Convention & Show Services, 1250 John A. Papalas Drive, Lincoln Park, MI 48146
Phone: (313) 386-5555; Fax: (313) 386-2048
 1. Exhibitors are charged for shipping from Lincoln Park to TCF Center.
 2. Shipments must be marked with your company name, show name and space number.
- ***During move-in:** All deliveries can be shipped to- Convention & Show Services at TCF Center, One Washington Blvd., Detroit, MI 48226 to arrive between 8 a.m. and 4 p.m.
- ***TRUCKING OVERSIZED LOADS** from Thursday 6am (Jan. 9th) through Saturday 8am (Jan. 18th) and for move out beginning Sunday 6pm (Jan. 26th) and ending Wednesday, Midnight(Jan. 29th) must be approved by Michigan Department of Transportation, Transport Permits Section. Call (517) 241-8999 Fax: (517) 373-2209 with 1) number of oversized loads, 2) length and beams, 3) shipping to and from locations.

Michigan Frost Laws, Seasonal Load Weight and Speed Restrictions – 2020

Please be prepared for Frost Law transportation restrictions. Detailed Weight Restriction information may be obtained by linking to www.michigan.gov/truckers. Updates on restriction information may be obtained by calling 1-800-787-8960. For companies located in Canada or New Jersey, information may be obtained by calling 517-373-6256. For the most recent info, Please refer to the:

2020 Spring Weight Restrictions Bulletins: (add link) MDOT Truck Operators Map for route designations:
https://www.michigan.gov/documents/mdot/2017_Truck_Operator_Map_WEB_599666_7.pdf

MOVE-OUT Instructions

MOVE-OUT DATE & TIME: - EXTREMELY IMPORTANT TO ADHERE TO YOUR MOVE-OUT TIME AND TO WORK IN AN EXPEDITIOUS MANNER. *(Move-out date and time will be sent to you)*

- * Any change to your move-out time must be approved by the Operations Manager (contact show office).
- * **DO NOT DISMANTLE YOUR EXHIBIT PRIOR TO THE CLOSE OF THE SHOW @ 6:00 P.M. ON SUNDAY, JANUARY 26.** Consumers pay to see an entire show. Those exhibitors who are discovered dismantling their display prior to show closing may face the loss of their next year's space reservation.
- * **Dismantling may start after the close of the show at 6 pm on Sunday, January 26, 2020** for selected exhibitors and may continue no later than 10 pm.
- * No cranes will be used on Sunday night – only hi-lows. No banners can come down Sunday night.
- * Cars and trucks can start lining up at the bottom of the ramp at 5pm on Sunday for move-out.
- * Absolutely nothing can be taken out through the atrium anytime; all materials must be removed through designated freight doors.
- * Move-out will continue on **Monday and Tuesday (Jan. 27 - Jan. 28) 8am to 4pm and must be completed by noon on January 29, 2020**
- * **The all HALLs must be completely empty by Noon, Wed., Jan. 29.** Anything which still remains for whatever reason will be removed at the owner's expense. The MBIA, TCF Center and the City of Detroit will not be held liable for exhibitor's property.
- * **No shrink wrapping** will be allowed in the exhibit hall. There are fire prevention considerations and it delays move-out.
- * Using a common carrier? Make arrangements with that carrier to pick up your boats and materials during the specified hours assigned to you for move-out. Otherwise you will be liable for charges.