



2016 Mumfest Boat Show - OCTOBER 8th & 9th 2016 at Union Point Park

October 8th 10am – 7pm

October 9th 10am – 5:30 pm

HOSTED BY THE NEW BERN GRAND MARINA YACHT CLUB

Sponsored by New Bern Grand Marina Yacht Club AND Hatteras Yachts

2016 Boat Show LAND EXHIBITOR Application and Boat Show Information

VENDOR SET-UP TIMES

Thursday Oct 8th	7:00 am	–	5:00 pm	(Security not provided for early set up)
Friday Oct 9th	7:00 am	–	12:00 pm	(Security provided 7pm to 7am Friday and Saturday)

BOAT SHOW TIMES

Saturday, October 8TH	Boat Show	Opens:	10:00 am	–	7:00 pm
Sunday, October 9TH	Boat Show	Opens:	10:00 am	–	5:30 pm

Move-out time will be no earlier than Sunday 8:00pm due to City of New Bern traffic control schedule.

APPLICATIONS – DEADLINE September 16th, 2016:

- Only fully completed applications with payment in full for booth rental and electrical will be accepted.
- Please submit a detailed description of your display and any goods that will be sold.
- All vendors are required to show proof of having liability insurance.

SALES INCENTIVE FOR BOAT VENDORS/EXHIBITORS:

During the show, NBGMYC will be offering boat vendors/exhibitors an incentive, where, they will receive **3% (of sales price)** as a referral fee with any well-qualified slip sale lead or referral that leads to an actual slip sale.

- Vendor/exhibitor packets will be MAILED BY THE END OF SEPTEMBER OR MAY BE PICKED UP AT THE BOAT SHOW ORIENTATION MEETING, which will be held on Monday, September 26th at 6pm. Orientation location: 134 Craven Street, New Bern NC 28560. A flyer with incentive details will be included with your packet.
- Vendors/exhibitors unable to attend will have their packets mailed late September.

BOOTHS:

- Vendor/exhibitor spaces are sold ranging in sizes from 8'x 8' up to 15'x 30' increments, plus additional sizes.
See attached information regarding guidelines and pricing.
- Participants are expected to bring their own display tables & signage, which must be placed in their exhibitor space
- Electrical services must be requested on the attached application and submitted with payment in full.

- Each booth will be required to have on site a 5 lb. ABC dry chemical extinguisher that has been serviced or purchased within the past 12 months.
- 10'x10' Tent Rental – Upon request, a limited number of 10'x10' tents can be rented through an independent tent rental company. ALL TENTS MUST BE BUCKETED AND CAN NOT BE STAKED. If you are requesting a tent, you must submit a copy of the request form to show management ON OR BEFORE September 16th, 2016.
- Personal tents are permitted, however, tent set-up will not be allowed until after all booths and boats are set.

BOOTH SPACE SELECTION:

- Booth space selection, along with set-up/tear-down times, will be assigned on a FIRST COME FIRST SERVE BASIS.
- If vendors/exhibitors prefer a specific space(s), that information must be noted on your application!
- Deadline for application submission is September 16th, 2016, HOWEVER, if a vendor/exhibitor is requesting a specific space(s), the sooner the application is submitted may permit a better chance of securing the requested space(s).

BOOTH SET-UP & CHECK-IN:

- Your booth space location will be assigned and communicated in your vendor packet. Vendor/exhibitor packets will be mailed late September or you may pick up your packet the show orientation on September 26th.
- You must unload then immediately move your vehicle before you begin your booth set-up.
- All vehicles must be removed from all parking lots by 5:30 pm on Friday.
- Vendors/exhibitors are not allowed to set-up outside their assigned booth space.
- Vendors/exhibitors are not allowed to set-up outside their assigned booth space.

BOOTH SUPPLY RESTOCKING:

- Vendors/exhibitors may **HAND---CART** restocked items each day.

BOOTH TEAR-DOWN:

- The Boat Show will end at 5:30 pm on Sunday.
- Move-out time will be no earlier than Sunday 8:00 pm due to local traffic control restrictions.
- Please use this time to pack your supplies before bringing your vehicle to your booth.

SALES:

- Each vendor/exhibitor is responsible for collecting and paying all North Carolina Sales Tax.
- Each vendor/exhibitor must provide on their application their NC Sales & Use Tax Number or Certificate of Registration number.
- You must have your sales tax certificate with you during show hours.

SECURITY:

- The New Bern Grand Marina will supply security during from 7:00pm-7:00am Friday and Saturday nights.
- Before the official start of the show, vendor set-up products will be left at their own risk.
- Damage or loss will be the responsibility of the vendor and not the MUMFEST ORGANIZATION or the host, NEW BERN GRAND MARINA YACHT CLUB.
- The Vendor/Exhibitor Committee will visit all booths to check for safety issues.

VENDOR/EXHIBITOR PARKING:

- Make sure that you do not park in any MUMFEST vendor/exhibitor designated parking areas or you will be towed at your expense.
- Public parking will be quite limited so we suggest you arrive as early as possible.
- A limited number of parking spaces will be available at \$10.00 per show day (Total = \$20.00). Parking is limited to vendors/exhibitors that reserve and pay in advance for their booth space & parking permits. A parking permit will be provided in your packet and must be displayed in your windshield at all times. A very limited number of parking spaces may be available for vehicles with trailers, but this MUST BE NOTED on your application.

INSURANCE:

- The MUMFEST and the NEW BERN GRAND MARINA YACHT CLUB require all vendors/exhibitors to carry liability insurance.
- \$1,000,000** Occurrence limit for Premises and Operations & Products will be required and proof of this coverage must accompany your application paperwork.

Vendor/Exhibitor Fees

•Trailerable Space Fees:	\$250.00 for 15'x 30' space
•2 nd + Trailerable Space Fees:	\$125.00 for 15'x 30' space
•Trailerable Space Fees:	\$250.00 for 14'x 32' space
•2 nd + Trailerable Space Fees:	\$125.00 for 14'x 32' space
•Trailerable Space Fees:	\$200.00 for 12'x 30' space
•2 nd + Trailerable Space Fees:	\$100.00 for 12'x 30' space
• Booth Fees:	\$225.00 for 9'x 19' space
•2 nd + Booth Fees:	\$115.00 for 9'x 19' space
•Booth Fees:	\$220.00 for 10'x 10' space
•2 nd + Booth Fees:	\$110.00 for 10'x 10' space
•Shaded Exhibit Space:	\$220.00 for 20'x20' space
•2 nd + Shaded Exhibit Space	\$110.00 for 20'x20' space
•Shaded Exhibit Space:	\$320.00 for 13'x45' space
• Shaded Exhibit Space:	\$325.00 for 15'x33'x26'x35'

Electrical Services & Fees

There will be a limited amount of spaces offering electricity. Vendors/exhibitors must provide their own generators if they are unable to secure space that provides electrical.

1. MAXIMUM POWER PER VENDOR/EXHIBITOR BOOTH IS 110 or 220 VOLT.
2. MAXIMUM WATTAGE ALLOWED FOR GENERATORS MUST NOT EXCEED 2000 WATTS in the interest of noise reduction. The Exhibitor/Show Management Committee reserves the right to restrict or deny use of any generator that is deemed too loud.
3. Please list the types of electrical items you will be using on the application (oven, refrigerator, grill, etc.)
4. Look at the name plate rating located on each piece of equipment to determine the amperage needed for that item
5. If you have a trailer that comes with a cord, select from the list below. **It must be a ground faulted connection with a 110 volt outlet.**
6. **Based on OSHA regulations, you must have 150 consecutive feet of grounded #12 wire extension cord with three conductors. Vendors/exhibitors must provide their own UL approved extension cords (150' ft. minimum).**

ELECTRICAL FEES

110 Volt (20 AMP) = **\$55.00** or 220 Volt (30 AMP) = **\$100.00**

NOTE: Because power must be shared with other participants and temporary power loss at such events is not uncommon, participants should be prepared for occasional power issues such as surges, outages, etc. Proper action should be taken by the vendor to protect any sensitive equipment with surge protectors, etc. No electrical cords or lights will be provided by the New Bern Grand Marina Yacht Club. Vendors/exhibitors will be given in their packets electrical tags based on your electrical request and payments. These tags will be required to be placed at the point of connection. Outlets will be checked throughout the show. Electrical connections not bearing a tag will be unplugged and the vendor will risk being asked to leave the grounds.

City Service Fee: The City of New Bern assesses each exhibitor a city service fee of \$25.00 per exhibitor. The fee is a mandatory fee that provides trash and clean up services during the event.

YES, Please send me information on renting a 10 x 10 tent from Country Aire Tent Rentals. Due Sept. 16th.



YES, I will attend Orientation Session on Monday, September 26th at 6pm! Location: 124 Craven St., New Bern, NC

2016 Eastern North Carolina Boat Show @ Mumfest LAND Vendor/Exhibitor Application

Vendor/Exhibitor Name: _____

Name of Contact: _____

Address: _____

Phone: _____ Cell : _____ Fax: _____

Email: _____ **Lot/Space requested:** _____

Spaces Available & Fee Schedule-(CHECKS MADE PAYABLE TO: NEW BERN GRAND MARINA YACHT CLUB)

Booth Spaces	Fee	Qty Requested	Subtotal
•Trailerable Space Fees:	\$250.00 for 15'x 30' space		
•2nd+ Trailerable Space Fees:	\$125.00 for 15'x 30' space		
•Trailerable Space Fees:	\$250.00 for 14'x 32' space		
•2nd+ Trailerable Space Fees:	\$125.00 for 14'x 32' space		
•Trailerable Space Fees:	\$200.00 for 12'x 30' space		
•2nd+ Trailerable Space Fees:	\$100.00 for 12'x 30' space		
• Booth Fees:	\$225.00 for 9'x 19' space		
•2nd+ Booth Fees:	\$115.00 for 9'x 19' space		
•Booth Fees:	\$220.00 for 10'x 10' space		
•2nd+ Booth Fees:	\$110.00 for 10'x 10' space		
•Shaded Exhibit Space (only 2 avail)	\$220.00 for 20'x20' space		
•2nd+ Shaded Exhibit Space	\$110.00 for 20'x20' space		
•Shaded Exhibit Space (only 1 avail)	\$320.00 for 13'x45' space		
• Shaded Exhibit Space (only 1 avail)	\$325.00 for 15'x33'x26'x35'		
Parking Fee (\$10 per day) Note - limited space available for vehicles and trailers.	\$20.00		
Electrical 110 Volt (20 Amp)	\$55.00		
Electrical 220 Volt (30 Amp)	\$100.00		
City Service Fee (mandatory)	\$25.00		
<i>Must add 10% Late Fee if payment received after September 16th.</i>			
TOTAL AMOUNT DUE			

North Carolina Sales & Use Tax or Certificate of Registration Number: _____

For more information: www.dornco.com/electronic/registration/index.html. A copy of your certificate should be submitted with your application.

NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED TAX NUMBER!!!

During normal hours of operation, the main source of contact is either our/your email or cell phone.

Please make sure that the New Bern Grand Marina Yacht Club email address is allowed by your computer's security screens.

Emergency Contact during the Boat Show

Name: _____

Phone Number: _____ Email: _____

Additional contact and phone number if you are unreachable:

Should your emergency contact change before the Boat Show, please call our office with the correct information. This information will be given to our overnight security for contact in the event of an emergency!

All vendors/exhibitors must be moved in by Friday 5:00 pm. NO EXCEPTIONS! You will be given a map showing the entry point and assigned move-in time into the Boat Show with your vendor packet.

Boat Show personnel will be stationed on location to assist with proper location set-up. Vendors/exhibitors are encouraged to bring hand carts to transport additional product to their booth during the weekend.

- 1) **No booth shall exceed allocated booth space** in front, behind, or beside the allocated space. No booth shall exceed 12 feet in height – including signage.
- 2) Vendors/exhibitors are not allowed to set anything up in front, behind, or beside the Allocated space.
- 3) Vendors/exhibitors cannot solicit sales outside their booth space. At no time will the vendor/exhibitor be allowed to impede the flow of traffic. Should your booth require additional space, a second booth must be purchased. Vendor/exhibitor must take into consideration the tongue length of their vehicle or trailer. Tongue length that extends beyond booth space will not be permitted.
- 4) The New Bern Grand Marina Yacht Club will notify the vendor/exhibitor of their tentative booth location in late September after all assignments have been evaluated and reviewed. We reserve the right to reassign vendor spaces throughout the Boat Show weekend.
- 5) Booths may not be moved without permission by the Boat Show Committee.
- 6) Vendors/exhibitors are required to have their booths open until 7pm on Saturday and 5:30pm on Sunday.
- 7) **The Boat Show goes on rain, shine or wind.** Under governing law, should an act of god, or unforeseen weather conditions prevent or occur during the show dates and times, New Bern Grand Marina Yacht Club will not be held responsible and damages, fees, or refund of fees.
- 8) Vendors/exhibitors must bring their own tables, tents/tarps, chairs, electrical cords, and any other items needed including materials to protect your product from inclement weather. **10'x10' tents may be rented directly through Country Aire. See enclosed tent request form.**
- 9) Vendors/exhibitors are responsible for collecting and reporting their own taxes.
- 10) In the event of inclement weather, you will not be allowed to remove your booth until an official decision is made to close the MUMFEST/Boat Show by the Executive Director and the Board of Director. However, you may choose to leave your booth until that time.
- 11) Power must be paid in advance. You should bring a minimum of 150 ft. consecutive # wire with 3 conductors for each outlet requested. Cords need to be 3 wire and in good condition. Cords that have worn places, splices, and plugs replaced are not acceptable.
- 12) **All vendors/exhibitors** shall have a five (5) lb. ABC dry chemical extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company or indicate date of purchase within the past 12 months.
- 13) No pets, skateboards, bikes, or scooters are allowed within your booth area.
- 14) Vendor/exhibitor must have private liability coverage for their booth.
- 15) **This year, all exhibitors will be required to pay a City Service Fee of \$25.**

Boat Show Host Address & Contact:

New Bern Grand Marina Yacht Club
Millissa True
134 Craven Street
New Bern, NC 28560
MillissatrueSBS@suddenlink.net
Cell: 269.591.5441
Office: 252.633.6070
www.newberngrandmarinayachtclub.com

- No t-shirts, bottled water, or carbonated drinks may be sold.
 - No sound amplification may be used unless agreed to in writing with the NEW BERN GRAND MARINA YACHT CLUB14 days prior to the Boat Show.
 - Private generators must not exceed 2000 watts. This includes both gas and propane.
 - No raffles will be allowed on the Boat Show grounds. No coupons may be given out from your booth for any business not directly affiliated with your booth.
 - No balloons, silly strings or pop rocks are allowed.
 - Vendors/exhibitors cannot sublet, assign, donate or trade your space.
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- Vendors/exhibitors will be responsible for proper disposal of all garbage at designated drop off points. Any vendor/exhibitor dumping inappropriate materials will be immediately removed from the Boat Show. Vendors/exhibitors will be notified of drop off locations prior to the show.
 - The New Bern Grand Marina Yacht Club, MUMFEST, their Boards, employees, and volunteers and sponsors will not be held responsible for loss or damage before, during, or after the Boat Show.

REFUNDS: FORCE MAJEURE:

Vendor/exhibitor acknowledges and agrees the New Bern Grand Marina Yacht Club or MUMFEST shall not be obliged to issue refunds under any circumstances on vendor space rental.

The New Bern Grand Marina Yacht Club or MUMFEST are not liable or responsible for delays, cancellation, or postponements of the Boat Show due to inclement weather, war, government action, strikes or other matters beyond its control.

The New Bern Grand Marina Yacht Club or MUMFEST are not liable or responsible for delays, cancellation, or postponements of The Boat Show for any other reason not outlined above.

By signing this application, you are confirming that you have read and thoroughly understand and agree to the terms within the vendor/exhibitor application, will abide by the rules or risk being removed from the Boat Show grounds, and that you have appropriate insurance.

Booth Name _____

Applicant Signature _____

Date _____

Printed Name _____

Below to be completed by New Bern Grand Marina & Yacht Club Show Management:

Approved by: _____ Printed Name: _____

Date: _____

Booth Space(s) Assigned: _____

Paid on said date: _____ Accounting Dept. initials: _____