

2024

## 51<sup>st</sup> Annual Birmingham Boat Show

### EXHIBITOR INSTRUCTIONS AND INFORMATION

**WHERE:** Birmingham-Jefferson Convention Complex  
Located at the corner of 19<sup>th</sup> Street and 9<sup>th</sup> Avenue North

**HOURS:**

January 18 <sup>th</sup>	Thursday	Noon – 9:00pm
January 19 <sup>th</sup>	Friday	Noon – 9:00pm
January 20 <sup>th</sup>	Saturday	11:00am – 9:00pm
January 21 <sup>st</sup>	Sunday	Noon – 5:00pm

**MOVE-IN:** **Boat Dealers & Docks see Attached Schedule.**

**10x10 Exhibitors Only**

January 17<sup>th</sup> Wednesday 8:00am – 4:00pm

January 18<sup>th</sup> Thursday 8:00am – 11:00am

**10x10 Exhibitors are not allowed to move-in before 8:00am Wednesday. Any attempt by booth exhibitors to move-in ON TUESDAY, will result in refusal at the loading door.**

If you have not checked in with show management, either by phone or in person, by 4:00pm Wednesday, January 17<sup>th</sup>, your booth location may be sold at show management's discretion and all deposits will be forfeited. If you are a booth exhibitor, please bring your own dollies. Aisles are extremely narrow and chances are you will not be able to bring your vehicle into the building.

**RETAIL TAX ENVELOPES:** City, County and State tax envelopes will be provided to you at check-in. You **Must** return all tax envelopes no later than 4:00pm Sunday, January 21, 2024, to the show office. The taxing authorities require envelopes from all retail exhibitors where products or taxable services are exchanged. Checks only will be accepted as payment for taxes due. If you do not exchange products or taxable services during the show, you still must turn in the envelopes marked as "No Retail Sales".

**COPYRIGHT MUSIC LAWS:** Use of Copyrighted Music without authorization may result in copyright infringement leading to statutory damages. Music that is not properly licensed for your use is prohibited for the duration of this event.

**BOAT DEALER STAGING LOT:** Free staging - **MONDAY January 15<sup>th</sup>** – has been arranged for **BOAT DEALERS ONLY** at the BJCC Marshalling Yard - 1301 F.L. Shuttlesworth Drive Birmingham, AL 35234 **Due to the Holiday, do not drop off any boats, trailers, etc. prior to 10:00am on Monday January 15<sup>th</sup>. Any items left on lot prior to 10:00am Monday January 15<sup>th</sup> will be removed at owner's expense.** Please reference the attached map for directions to the Marshalling Yard. **Remember this is free only on MONDAY Only.** After Monday, if you wish, you may **store your empty trailers at your own risk on the Marshalling Yard Lot.** However, you must register with show management in advance via email at least 2 weeks in advance of show and give an approximate number of trailers you will be storing. A final list of trailers will be given to On Site Security for admittance onto the lot. Please act accordingly and secure your property. Any trailers that have not been registered with show management and cleared in advance will be towed and impounded. **Staging space is extremely limited.** Storage will start Tuesday, January 16<sup>th</sup> on the Marshalling Yard Lot.

**MOVE-OUT:** Sunday, January 21<sup>st</sup> - 5:30pm – 10:00pm (Building will be locked at 10:15pm). Monday, January 22<sup>nd</sup> - 8:00am - 12:00 noon. Any exhibits left past 12:00 noon will be assessed a BJCC hourly fee for storage.

**EXHIBITOR ENTRANCE:** Exhibitors will be allowed into building 1 hour prior to show opening. No Exceptions. Credentials will be checked for admittance, no exceptions. Exhibitor entrances are at East Hall Main Entrance, & North Hall Entrance only.

**HOTEL:** The Sheraton Birmingham Hotel, adjacent to the Convention Complex and connected by an all-weather skywalk, 2221 Richard Arrington Jr. Boulevard North, Birmingham, Alabama 35203. Special Boat Show rate of \$170.00 single/double + taxes. Reservations must be made by Thursday, 5:00pm EST, December 28<sup>th</sup>, 2023. Because of demand, there is no guarantee on rooms being available at these rates prior to December 28<sup>th</sup>, 2023. Once the Boat Show block is filled, it is closed. Do not hesitate in making your reservations.

Please use the hotel link at [www.BirminghamBoatShow.com](http://www.BirminghamBoatShow.com) to make your online hotel reservations. You also may contact the hotel direct at 205-324-5000 and ask for the Special Boat Show rate of \$170.00 single/double.

**PUBLIC ADDRESS ANNOUNCEMENTS:** During the 2024 Birmingham Boat Show, the Public Address system will only be used in the case of an emergency. The only exception will be those special attractions appearing during the show. Those attractions **must** be submitted in writing to show management at least 10 days prior to show to be scheduled. There will be no instant spot announcements without prior written approval. Also, booth give-a-way winners will **NOT** be announced. It is the individual booth exhibitor's responsibility to contact their give-a-way winners.

**SECURITY CAMERAS:** The Birmingham Jefferson Convention Complex has installed State of the Art "EYE IN THE SKY" Security Cameras, which are manned and recorded 24/7 by on duty security officials of the BJCC. Shoplifting is a serious crime. Shoplifting by the general public and or exhibitors will not be tolerated and will be prosecuted by the Birmingham Boat Show, Inc., to the fullest extent of Alabama and Birmingham Statutes.

**LOADING DOORS:** Loading doors for the East Exhibit Hall are located on 11<sup>th</sup> Ave North and loading doors for the North Exhibit Hall are located on 9<sup>th</sup> Avenue North.

**PARKING:** Parking is located directly under the East Exhibit Hall and the multi-story on-site parking garage. Do not park in, on or around any loading dock or loading door. Any vehicles found illegally parked around the Convention Complex will be towed at owner's expense.

**SHOW OFFICE:** During the move-in and throughout the show, the show office will be located at the foot of the escalator in the North Hall. Exhibitors will pick up their badges at this location. 10x10 exhibitors are limited to 4 exhibitor badges. Shift workers can use the Will Call as drop-off points for replacement workers. **Additional Badges are \$10.00 each. If you need assistance while on the show site, please either visit the show office or call 1-361-446-4040. You may also text any message to this number.**

**2025 Next Year's Exhibit Space Contracts:** *The 2025 52<sup>nd</sup> Annual Birmingham Boat Show will be held Thursday, January 23<sup>rd</sup> through Sunday, January 26<sup>th</sup>, 2025. Prior to the start of the 2024 Boat Show, you will receive your contract for the 2025 Boat Show via an E-Sign document. The 2025 contract that you receive will be for the space that you currently have for 2024. We must receive your 2025 signed contract no later than 4:00pm on Sunday, January 21, 2024, either by email or dropped off at the show office. After 4:00pm on Sunday, January 21, 2024, if we have not received your contract, your current location will become available to the next in line. There is no payment due on this contract until March 1, 2024. It is your responsibility to make sure your contract is received by our office either in person or E-sign by deadline.*

**WILL CALL:** A will-call window will be manned outside the **East Entrance Only**. If you would like to leave tickets for customers or friends, **put the tickets in a sealed No. 10 business envelope with their name in the upper right-hand corner**. If promised tickets cannot be found, the guard will instruct the customer to buy a ticket and present the stub to the exhibitor for reimbursement. **There are no exceptions**. Exhibitors will **NOT** be paged to the front entrance to let their customers in or give them tickets.

**SPECIAL ADMISSION TICKETS:** VIP Tickets will be sold at the Exhibitors Service Desk for \$8.00 each. Tickets must be paid for at time of purchase. These are for exhibitors to use to invite special VIP customers as their guests. **Limit 100 tickets per exhibitor. No refunds will be given for unused tickets**. Under Penalty of Law, these tickets cannot be sold or distributed outside the ticket windows of the show, or on adjacent grounds or any other venue.

**ELECTRICAL AND TELEPHONE:** Please refer to **Exhibitor Info on BirminghamBoatShow.com** for a complete list of show contractors.

**FORKLIFT USE:** Veal Decorating will have forklift rentals available on site. See their online site for rental fees. Third party operators are prohibited. If you plan on using your company forklift or other heavy machinery on or within the grounds of the BJCC, you **MUST** provide our office with a copy of your corporate certificate of insurance.

**DECORATOR AND SHIPPING:** Veal Convention Services - 3016 8<sup>th</sup> Ave N – Birmingham, AL 35203 – 800-844-8325 or 205-328-1010. Veal Convention Services is the prime contractor for this show. **Outside contractors are prohibited**. Veal handles all carpet and furniture rentals. They also handle all shipping and storage of exhibits and materials, both into and out of show site. Show Management and Convention Center Staff **WILL NOT** accept any shipments sent directly to show site. Tables and chairs are not included in booth rental. Exhibitors can check the link to Veal Convention Services located on the show website BirminghamBoatShow.Com using the Exhibitor Info Link.

**SIGNS & BANNERS:** Exhibitors are prohibited from hanging their own banners or signs. Veal Convention Services will hang all banners and signs for a fee. Exhibitors may order this service using a Utility Service Order form found in the Prime Show Contractors kit from Veal Convention Services.

**CARPET TAPE:** Exhibitors are reminded to use special double sided carpet tape when adhering carpet to the floor. Upon removal, floor must be completely cleaned of residue or you will be billed a cleaning fee from the BJCC.

**BALLOONS:** Helium balloons and tanks are not allowed in the BJCC or adjacent areas.

**NO OUTSIDE ALCOHOLIC BEVERAGES ALLOWED IN BOOTHS**

**SMOKING:** Smoking is not allowed in BJCC.

Please familiarize yourself with the terms and conditions of your space contract and have a great show!

## **FIRE MARSHAL REGULATIONS:**

This pertains to all displays left inside the building.

**\*\*\*FIRE MARSHAL INSPECTIONS WILL TAKE PLACE ON TUESDAY, WEDNESDAY, and THURSDAY. This year there will be spot inspections throughout the show.**

**\*\*\*ALL ENGINE PROPS & TRAILER HITCHES CANNOT STICK OUT IN THE AISLES\*\*\***

**\*\*\*SPEED LIMIT INSIDE BUILDING – 5 MPH\*\*\***

**\*\*\*Motorized Vehicles on Display, such as trucks or cars, cannot contain any more than one-quarter tank of fuel\*\*\***

1. **ALL STAIRS, RISERS AND DECKS MUST HAVE RAILINGS ATTACHED – INCLUDING BOAT & DOCK DISPLAYS.**
2. **ABSOLUTELY NO FUEL OF ANY KIND ALLOWED IN BOATS. ABSOLUTELY NO LP FUELS ON BOARD.**
3. **Gas tanks must be locked and taped. All batteries must be disconnected and connections duct-taped.**
4. **All decorations must be flame proofed prior to assembly.**
5. **No flammable cleaning fluids or chemicals stored inside the building.**
6. **ABSOLUTELY NO PAINTING OF ANY KIND ALLOWED INSIDE THE BUILDING. The BJCC will charge violators for any damage repairs.**
7. **All Canopied and or displays with roofs must have a minimum of 4 fully charged fire extinguishers attached within the structure.**
8. **No inverters, seft contained power supplies or devices that convert battery power to 120 volt power allowed.**
9. **Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.**
10. **Standard wall and other permanent building utilities outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical service is provided by Edlen.**
11. **All equipment regardless of source of power, must comply with federal, state, and local codes. Edlen reserves the right to inspect all electrical devices and connections to insure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the exhibitor wiring or equipment is not in accordance with electrical codes.**
12. **All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.**
13. **All exhibitors cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.**

**All other Fire Marshal Regulations will be enforced at the Fire Marshal's discretion as deemed necessary.**

**BOAT DEALER & DOCK COMPANY MOVE-IN SCHEDULE**  
**THIS SCHEDULE WILL BE STRICTLY ENFORCED – BE ON TIME AND**  
**DO NOT BE LATE – PLEASE BE KIND TO YOUR FELLOW PARTICIPANT**  
**PLEASE BE PATIENT AND KIND TO ALL BJCC PERSONELLE**

**NORTH HALL ONLY:**  
**TUESDAY JANUARY 16<sup>th</sup>, 2024**

- 6:00 am...            Russell Marine – Momentum Marine
- 7:00am...            Big One Yamaha – Motorcycle Sports of Alabama
- 9:00 am...            Brech Marine – Humminbird Demo Trailer
- 11:00 am...           Sylacauga Marine – Ranger

**EAST HALL ONLY:**  
**TUESDAY January 16<sup>th</sup>, 2024**

- 6:00am.....           Skiers Marine – Singleton Marine – Rambo Marine - Alabama Drag Boat Association – Poor House Branch Marina
- 7:00am.....           Flotation Systems – Hydrohoist Docks – BMS Marine - *\*Due to Traffic Congestion inside the building – All Dock Companies will not be allowed inside prior to 7:00am. This will be strictly enforced. You will be allowed to work late but no entrance before 7:00am. Please unload your large vehicles & remove them outside to make room for incoming Boat Dealers.*
- 9:00am.....           Blue Water Marine – Duskin Point Marina – Harbor Pointe Marina

**Wednesday, January 17<sup>th</sup>, 2024**

- 8:00am.....           University Marine