



Dear Exhibitor:

Welcome to the 2009 MAINE BOATS, HOMES & HARBORS SHOW! We are delighted to have you join us this summer. We are looking forward to another terrific show.

Enclosed you will find information that will help you prepare for the show. Please take a moment now to review the enclosed checklist and the associated deadlines so that you can plan accordingly. **All of this information and necessary forms are also available on our website: [maineboats.com/boatshow/exhibitors](http://maineboats.com/boatshow/exhibitors).**

**GENERAL SHOW INFORMATION:** General information is available on our website at [maineboats.com/boatshow/exhibitors](http://maineboats.com/boatshow/exhibitors). Here you will find information about booth furnishings, exhibitor parking, electricity, security, maps, show amenities and more.

**MEDIA KIT:** Let's work together to build the buzz for a great turnout at the show! You can help. Simply include the show logo on your website (available for download at [www.maineboats.com/link-to-us](http://www.maineboats.com/link-to-us)). Include an announcement about your participation in the show in your next print and e-newsletter. Send a press release about the show to your local media partners. Invite your family, friends and customers to visit you at the show. For more ideas on how to market your business visit: [www.maineboats.com/boatshow/exhibitors/market-yourself](http://www.maineboats.com/boatshow/exhibitors/market-yourself).

**SHOW LOCATION:** If you are a land or booth exhibitor your location at the show will be identified by July 31<sup>st</sup> and will be posted on our website and will be found on the exhibitor list. An outline of each tent will also be posted (in PDF form) so that you will know where in the tent you are located.

**SHOW CHECK-IN TIMES:** Check-in /set-up day is Thursday, August 6<sup>th</sup>. We will post the schedule for check-in day by July 31<sup>st</sup>, which will indicate the time that you should arrive. We will also email you with this information.

**IN-WATER EXHIBITOR INFORMATION:** Docking day is Thursday, August 6<sup>th</sup>. You will receive an email from us by July 31<sup>st</sup> letting you know what time you will need to arrive with your boat. Please review important in-water exhibitor information on our website at [maineboats.com/boatshow/exhibitors](http://maineboats.com/boatshow/exhibitors).

**SALES AND USE TAX:** We are required to supply the State of Maine with the names and addresses of all exhibitors. If you sell items at the show, you must collect and pay Maine sales, use, and withholding taxes. If you have not done so, please apply to the State of Maine for a sales and use tax number. We can provide you with a form if you need one.

**THE GREAT PEN BAY ZUCCHINI BOAT REGATTA:** We invite you to participate in the 2nd annual regatta where ingenuity and fun are the name of the game! Try your hand at "green" boatbuilding using that most ubiquitous of garden vegetables: the zucchini. This is open to all exhibitors so don't miss this opportunity for a little friendly competition. Photos from 2008 can be found at [maineboats.com/online/boat-features/zucchini-boat-regatta](http://maineboats.com/online/boat-features/zucchini-boat-regatta).

If you have any questions please do not hesitate to contact me or Michelle Hauser, our new show assistant. We are happy to help in any way we can. We look forward to working with you as we all prepare for August.

Best,

Leila Murphy  
Show Manager  
207-236-8622 or [leila@maineboats.com](mailto:leila@maineboats.com)



## EXHIBITOR CHECKLIST

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

\_\_\_ **PAYMENT.** Balance due: \$ \_\_\_\_\_. **DUE JUNE 1**

Make checks payable to Maine Boats, Homes & Harbors.  
MasterCard / Visa credit cards are also accepted.

\_\_\_ **PROOF OF LIABILITY INSURANCE.** **DUE JULY 1**

Please list Maine Boats, Homes & Harbors as an additional insured.

*Include the following wording:* The certificate holder shown below is named as an additional insurance with respect to the general liability.

\_\_\_ **CREDENTIAL AND GUEST PASS REQUEST FORM.** **DUE JULY 15**

\_\_\_ **GUEST LIST FORM** (optional). **DUE JULY 20**

\_\_\_ **EXHIBITOR MEDIA INFORMATION REQUEST.** Due as soon as possible.

The sooner we receive information the sooner we can incorporate it into our press efforts.

\_\_\_ **THE GREAT PEN BAY ZUCCHINI BOAT REGATTA IS BACK!**

**We want you to participate!** Enclosed are your seeds for success.

Races will be held Saturday, August 8th at 2:00pm.

REGISTRATION DEADLINE: **JULY 31**

If you missed last year's great race, visit [www.maineboats.com/online/boat-features/zucchini-boat-regatta](http://www.maineboats.com/online/boat-features/zucchini-boat-regatta) for 2008 images, sure to inspire!

**FORMS:** All the forms listed above are available online at [maineboats.com/boatshow/exhibitors](http://maineboats.com/boatshow/exhibitors).

Downloads forms to print, complete, and return.