



**LOW COUNTRY  
CHEVY DEALERS**

***PRESENT***

# **CHARLESTON BOAT SHOW™**

A graphic element consisting of a stylized blue and red sail or wave shape on the right side of the text, with blue wavy lines below it.

**January 26-28, 2024**

**Charleston Area Convention Center**

## **Exhibitor Kit**

**Hosted By the Tri-County Marine Trade Association**

**Produced by JBM & Associates, LLC**

Presenting Sponsor



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Partners:



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## GENERAL INFORMATION

On behalf of the Tri-County Marine Trade Association and JBM & Associates, we welcome you to the 44th Annual Charleston Boat Show. Enclosed you will find the Exhibitor Kit with all the pertinent information to help you prepare for the show. The Exhibitor Kit can also be downloaded under the "Exhibitors" tab on the website at [www.TheCharlestonBoatShow.com](http://www.TheCharlestonBoatShow.com).

### LOCATION:

Charleston Area Convention Center  
5001 Coliseum Drive, North Charleston, SC 29418  
[www.CharlestonConventionCenter.com](http://www.CharlestonConventionCenter.com)

### SHOW HOURS:

**Friday, January 26, 2024:** Noon - 6pm  
**Saturday, January 27, 2024:** 10am - 6pm  
**Sunday, January 28, 2024:** 11am - 5pm

### TICKETS:

Adults - \$14 at the gate; \$12 on-line  
Two Day Pass - \$20  
Children 4-12 - \$6  
Seniors - \$10  
Military - \$10 (With Valid ID)  
Children three and Under - Free

**Parking is Free!**

### EXHIBITOR AND SHOW INFORMATION

To view your booth location and the show layout, please click here or paste to your URL:

<https://www.expocad.com/host/fx/JBMshows/cbs24/exfx.html>

**\*Please note that the parking lot area of the show has been revised and we have added space in the lower level of the new parking garage.**

### CERTIFICATE OF LIABILITY INSURANCE

ALL exhibitors must send JBM & Associates a Certificate of Liability Insurance with JBM & Associates listed as additionally insured for the Charleston Boat Show, January 26-28, 2024, by January 1, 2024. If you do not have existing coverage and need to order temporary coverage for the show, please use the link below to purchase for \$65 from our agent.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=yjzCxc3aUgY\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=yjzCxc3aUgY$)

### GUEST TICKETS:

Guest tickets can be ordered in advance by completing the form on page 11 in this kit. Final date to order January 19, 2024.

Exhibitors may also purchase guest tickets during the show at the Show Information Desk in the Lobby.

### EXHIBITOR ENTRANCE:

Exhibitors may enter the facility one hour prior to the show opening on Saturday and Sunday through the back door near the loading dock of the Convention Center. All exhibit personnel must show their exhibitor badge to enter the exhibitor entrance and to enter the show during show hours.

**EXHIBITOR BADGES:**

Badges are restricted solely to employees working in your exhibit. **Non-working employees, customers and family members of the exhibitor should be provided with guest tickets supplied by the exhibitor.** The number of badges allowed per exhibitor will be based on the size of the space contracted. See the chart below for the maximum number of badges allotted to your company:

Booth Space	6 Badges
Bulk Space	12 Badges

During move-in and show hours, badge pick-up will be available in the Convention Center Lobby at the Exhibitor Registration/Show Information Desk. Show Management is not responsible for lost or stolen badges. Exhibitors only may purchase replacement or additional badges for \$5 each.

**BULK SPACE MOVE-IN/MOVE-OUT:**

- **Bulk Space:** A detailed schedule for inside and outside bulk space will be e-mailed two weeks prior to the show.
- **Inside Space:** All exhibitors with inside space must move-in from the loading docks in the back of the Convention Center. **Absolutely no move-in will be permitted through the front entrance.**

**BOOTH EXHIBITOR MOVE-IN/MOVE-OUT:**

- **Move-In:** Thursday, January 25, 2024, 9:00am-8:00pm
- All exhibits must have a staff member present during all hours of the show.
- **Booth Move-Out:** Sunday, January 28, 2024, 5:30pm-9:00pm. Parking lot tent removal will begin Sunday night.

**SHOW COLORS:**

The show colors will be navy/teal/navy with 8 ft back drape and 3 ft side drape. Black/blue tuxedo carpet inside the Exhibit Hall only.

**EVENT DECORATOR/OUTSIDE ELECTRICAL:**

The general service contractor for the Charleston Boat Show is PRX Exposition Services. PRX is our exclusive provider and absolutely no other rental companies will be permitted to deliver to the show without prior approval from show management.

PRX offers an online ordering system that allows exhibitors to order tables, chairs, outdoor power, and other items for your booth display. The pre-order discount deadline is **Wednesday, January 10, 2024**. All orders must be received with payment in full by this date to receive discounted pricing.

An email with customized login details will be sent to the registered exhibitor contact starting **Thursday, December 14, 2023**. If you are the exhibitor, contact and have not received this email by the following Monday, please check your spam folder for an e-mail titled "Access to PRX Exposition Services." Note that if you registered as an exhibitor after these dates, your login will be sent to you automatically after JBM provides PRX with your contact information. If you need ordering assistance or have questions, please contact Danielle Murnieks at [dmurnieks@preposition.com](mailto:dmurnieks@preposition.com) or call 301-922-8865.

Outdoor exhibitors: If you are interested in a tent quote, please call Kent Henderson with PRX's tent division, Party Reflections, at 803.978.9720, or email at [khenderson@partyreflections.com](mailto:khenderson@partyreflections.com)

**WI-FI Inside the Building**– If you need internet for your business, we strongly suggest that you order WiFi from the convention center by clicking the link below. If you have more than one device, click the blue “here” button to order for more than one device.

<https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>

**Wi-Fi – Outside the building**

\*\*We do not have internet or wi-fi in the parking lot area of the show.

**CONVENTION CENTER ELECTRICITY, TELEPHONE, RIGGING & PLUMBING SERVICES:**

Electricity and telephone services for *inside exhibitors only* may be ordered through the Charleston Area Convention Center. Please order on-line using

**COFFEE AND DANISH:**

Coffee and Danish will be available for exhibitors, while supplies last, in the front of the Exhibit Hall by Duncan’s Boats Friday 9:00am – 11:00am, Saturday 8:00am – 11:00am and Sunday 9:45am – 11:00am.

**SECURITY:**

Overnight security will be provided on Thursday, Friday, and Saturday. Show Management is not responsible for stolen or damaged merchandise. Please lock up or take valuable displays with you at night.

**SALES TAX FORMS:**

Exhibitors selling products are responsible for any and all sales tax due to the state of South Carolina in North Charleston.

**SHOW PROGRAM:**

The Show Program will be available online only. All exhibitors who register prior to January 12, 2024, will be listed in the Show Program.

**Encore Global (AUDIO VISUAL):**

Encore Global provides Audio, Lighting, Video, Stages, Special EFX and Scenic Elements for all types of events. Contact Andrew Roling at 843-693-4703 or [Andrew.roling@encoreglobal.com](mailto:Andrew.roling@encoreglobal.com)

**HOTEL ACCOMMODATIONS:**

Discounted hotel accommodations are available. Please visit [www.TheCharlestonBoatShow.com](http://www.TheCharlestonBoatShow.com) and click on “Hotel Accommodations” under “Show Details” for more information.

**FOOD SAMPLING:**

Please contact JBM staff to be referred to someone from Convention Center Centerplate Catering for guidelines and to complete a Food Sampling Form. (Does not apply to individually wrapped candy on exhibit tables)

## Charleston Area Convention Center Exhibitor Guidelines

Please read the following information carefully as each Convention Center operates slightly different.

Load-In and Load-Out should always occur at the Loading Dock area – located at the rear of the Exhibit Hall (off Montague Avenue). Front-of-house entrances' being used for Load-In or Load - Out is strictly prohibited.

Parking for exhibitors will depend on other events on campus and whether parking was bought out for the event or not. If there are other events taking place during load-in and the parking lots are locked down, exhibitors may park in lot G once they have unloaded (across Emmett I. Davis Jr. Ave on Firestone Road next to the Residence Inn). If there are no events happening on campus, exhibitors may park in Lot E after they have unloaded. If the parking lot is bought out for the event, exhibitors are permitted to park in Lot E with Show Management's approval. We ask that exhibitors park near the rear of Lot E, so the guests have parking up front.

The Exhibit Halls do not have a shipping and receiving department. Due to our event schedule, the facility is unable to accept any deliveries before load-in day. We urge exhibitors to ship through their decorator to avoid any complications with shipments arriving on property. If your show does not have a decorator or you choose to not use them for shipping, the building and its staff are not responsible for any missing packages, freight, etc.

The facility does not provide carts. Please check with the decorator in advance for availability and pricing.

The use of gasoline-powered vehicles or equipment is strictly prohibited inside the Center.

Aisle space must be kept at a minimum of ten' at all times. Any obstructions or non-compliant spaces will be removed or altered to meet standards or will be agreed upon with the Fire Marshall. This must be addressed 2 weeks prior to event move in and gain approval by the Event Coordinator.

Licensee and/or Contractor must adhere to a 10 - 15-foot clearance from all fire doors. Licensee and/or Contractor may not, or permit exhibitors to, obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/Extinguisher Cabinet, or Pull Station.

Centerplate Catering must approve of any food/beverage sample service that takes place within the Exhibit Halls. The exhibitor must provide and turn in a Hold Harmless form to be approved by Centerplate 30 days prior to the event. Selling of food/beverage is strictly prohibited.

Water and ice can be provided at an additional expense.

Utilities / Services not purchased at least 2 weeks prior to load-in day will be subject to the standard rate – no exceptions.

The use of helium is allowed inside the Convention Center. There will be a charge for removal if all helium devices (balloons, etc.) are not removed by the Client.

Covered tents cannot be larger than 10x10. If multiple exhibitors have tent displays, they must be 12 feet apart within the Exhibit Hall.

Smoking is not permitted inside any portion of the Facilities at any time. Smoking is restricted to outside the buildings only.

Cotton batting (whether natural, artificial, or manufactured), straw, dry vines, leaves, hay, pine needles and sawdust are prohibited unless treated to be fire retardant. The Fire Marshal may require proof that the materials used are fire resistant or have been treated to be fire resistant. All draperies, drops, curtains, and table coverings used are to be noncombustible, inherently flame resistant, or treated and maintained fire resistant.

Vehicles on display must comply with the following regulations:

- a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 38 L (10 gal) of fuel, whichever is less.
- b. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- c. Batteries used to power auxiliary equipment shall be permitted to be kept in service.
- d. Fueling or defueling of vehicles shall be prohibited.
- e. Vehicles shall not be moved during exhibit hours.

It is the responsibility of the Licensee and/or Contractor to clean bulk trash from the show areas. All materials should be disposed of in the correct container located in the loading dock area.

## EXHIBITOR CHECKLIST

<b>Show Management Forms</b>	<b>Return To</b>	<b>Deadline Date</b>
Final Payment for Exhibit Space	JBM & Associates	January 1st
Certificate of Liability Insurance	JBM & Associates	January 1 <sup>st</sup>
Promotional Giveaways Form	JBM & Associates	January 12th
Guest Ticket Order Form	JBM & Associates	January 19th
<b>Convention Center Service Forms</b>	<b>Return To</b>	<b>Discount Deadline</b>
Inside Electrical Order Form	Convention Center Website/Call Service Desk Within 10 days of Show	Click link provided for rate details
Telecommunications Order Form	Convention Center Website/Call Service Desk Within 10 days of Show	Click link provided for rate details
Plumbing Order Form	Convention Center Website/Call Service Desk Within 10 days of Show	Click link provided for rate details
<b>Hotel Reservations</b>	<b>Boat Show Rate</b>	<b>Deadline Date</b>
<a href="http://www.thecharlestonboatshow.com">www.thecharlestonboatshow.com</a>	See show website	See website
<b>Event Decorator</b>	<b>Return To</b>	<b>Discount Deadline</b>
Outside electrical, tables, chairs tents, furniture, and other items for booth displays	PRX Exposition	January 10th No discount after this date



## SHOW CONTACTS

### Show Management:

JBK & Associates, LLC  
7 Old Altamont Ridge Road  
Greenville, South Carolina 29609  
Phone: 864-250-9713  
www.JBMSShows.com

The Show Office will be located in the Convention Center Lobby behind booth 152 and will be open beginning Wednesday, January 24, 2024.

- **Jacqui McGuinness** – President  
Cell: 843-364-0218  
[Jacqui@JBMSShows.com](mailto:Jacqui@JBMSShows.com)
- **Debbie Taylor** – VP of Operations  
Cell: 864-884-4435  
[Debbie@JBMSShows.com](mailto:Debbie@JBMSShows.com)
- **Chelsea Rosamond** – Sales Director  
Cell: 864-434-3346  
[Chelsea@JBMSShows.com](mailto:Chelsea@JBMSShows.com)
- **Caroline Warthen** – Asst Event Manager  
Cell: 864-616-0073  
[Caroline@JBMSShows.com](mailto:Caroline@JBMSShows.com)

### Show Decorator: PRX Exposition Services

\*All exhibitors contact to order tables and chairs. Outside exhibitors only contact to order electricity. For questions, contact Danielle Murnieks at [dmurnieks@preexposition.com](mailto:dmurnieks@preexposition.com) or call 301-922-8865.

**Charleston Area Convention Center:** Emily Owens – Event Coordinator: 843-529-5036

### Charleston Area Convention Center: Inside Exhibitors Contact to Order Electricity

Service Desk – 843-529-5026  
843-529-5026

**Service Orders** – Online ordering of advance electrical (inside exhibit space only), rigging, plumbing and Wi-Fi/Internet orders, see link below. Please order in advance to receive an advanced rate as the price increases for these services if ordered during move-in. Services ordered during move-in are subject to an additional labor charge.

<https://www.northcharlestoncoliseum.com/book-an-event/trade-shows-expos/service-order-form>.

## MARKETING OPPORTUNITIES: PRIZES & GIVEAWAYS

**Deadline Date: January 12, 2024** (We will accept prizes after this date, however anything contributed past this date may not be listed in the digital Show Program.)

A fantastic way to entice attendees to The Charleston Boat Show is to raffle off great prizes. This is also a fantastic way for your company to capitalize on its participation, as we will list your prize on the website, in the Virtual Show Program, and in on-site signage. Prizes preferably valued at \$100 or more, however all prizes will be accepted. Winners will be drawn throughout the show and the grand prizes on Sunday, January 28, 2024. Recipients do not have to be present to win. We will call the winners to pick up their prize or send them to your exhibit space location to pick up.

- Listed on [www.CharlestonBoatShow.com](http://www.CharlestonBoatShow.com)
- Listed in the digital Show Program (if this form is submitted prior to Jan 12)
- Listed on On-Site Show Signage
- Listed in E-Blast
- Included in Social Media

### Sample Giveaways

Gift certificates for products or services, Gift Baskets from your company, fishing expeditions/guided tours, boat slip certificates, hitch covers, boat lifts, towing services, fishing supplies – tackle, lures, rods and reels, nautical clothing and accessories, vacations, gift baskets, engine or boat giveaways, instructional teaching lessons for boating/water safety.

To donate a prize, please complete the following or send an email to [Debbie@jbmshows.com](mailto:Debbie@jbmshows.com) with the company name, prize name and description.

Company Name \_\_\_\_\_

Prize Name \_\_\_\_\_

Prize Description \_\_\_\_\_

If you have any questions regarding prizes and giveaways, please contact Debbie Taylor.

Email: [Debbie@JBMSHOWS.com](mailto:Debbie@JBMSHOWS.com)

Cell: 864-884-4435

# CHARLESTON BOAT SHOW™



## GUEST TICKET ORDER FORM

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

DESIRED QUANTITY:

<b>\$5 GUEST TICKETS</b>
# _____

CREDIT CARD # \_\_\_\_\_

EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

- MAIL MY TICKETS TO THE ADDRESS ON THIS FORM  
*(Order must be submitted by January 17th for mailing)*
- HAVE MY TICKETS READY FOR PICK-UP AT EXHIBITOR REGISTRATION

Email form to **Debbie@JBMSHOWS.com**

*\*Discount tickets may also be purchased at the Show Information Desk.*

**JBMSHOWS.com**