



# The 15th Annual New England Saltwater Fishing Show



March 9 - 11, 2018

P.O. Box 1465  
Coventry, RI 02816

[www.nesaltwatershow.com](http://www.nesaltwatershow.com)

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Thank you for participating in the New England Saltwater Fishing Show.

## PLEASE READ THESE IMPORTANT FACTS

### SHOW HOURS

Friday, March 9.....1:00 pm to 8:00 pm  
Saturday, March 10.....9:00 am to 7:00 pm  
Sunday, March 11.....10:00 am to 5:00 pm



### MOVE-IN HOURS

Thursday, March 8.....7:00 pm to 11:00 pm  
Friday, March 9.....6:00 am to 12:30 pm

- All exhibits should be ready by 1:00 on Friday
- Special arrangements made for boats and larger exhibitors

- Exhibitors may move in via the loading ramp at the rear of the Convention Center or through the 4th floor entrance of the R.I. Convention Center (RICC) Parking Garage. There will be two overhead doors open on the loading ramp.
- Exhibitors will NOT be allowed to drive their vehicles onto the Convention Center floor. Also, there are no rolling dollies or hand carts available. We highly recommend that you bring your own.
- The RICC loading dock is a union facility, but **WE will pay the dock fee** for union laborers and they will assist you in unloading your vehicle. No one should attempt to get a tipping fee from you.

### MOVE-OUT

- Commences at the END of the show on Sunday, March 11 at 5:00 p.m. Exhibitors may not tear down their spaces prior to 5:00! Because another show moves in after us, all exhibitors must vacate the Convention Center by 10:00 p.m. on Sunday night. There is no on-site storage after this time.
- Exhibitors will not be allowed to move their vehicles onto the convention center loading dock until after 5:00 p.m. on Sunday. Police will be on hand to assist in enforcing this and to help insure an orderly move-out.

### VETERANS APPRECIATION DAY

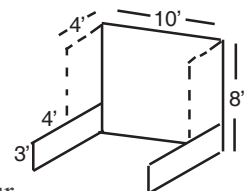
Friday will be publicized as Military or Veterans Day. The first 300 veterans with ID will be admitted free.

### FAMILY DAY

Sunday will be publicized as "Family Day." All women and children receive free admission. In addition, a special Scavenger Hunt and other events will be arranged for children who attend the show. Contact show management if you would like to be part of the scavenger hunt to bring families to your booth. Deadline to sign up for "The Hunt" is February 27, 2018

### EXHIBITS

- All booth spaces are 10 foot long by 8 foot deep and come with 8' back curtain and 3' side curtains.
- **No exhibit may extend beyond the 8' into the aisle.**
- No exhibit may be erected in such a manner as to obstruct the public's view of other exhibitors. Exhibits exceeding 3' in height must be confined to the rear of the booth, extending no more than 4' from the back wall.
- Signs, brochures, or any other advertising materials may ONLY be placed within the confines of your exhibit space. Any materials placed at the entrances, exits, end of aisles, etc. will be removed and discarded.



### UTILITIES

- **ELECTRICITY, PHONE and INTERNET SERVICE** must be obtained from the R.I. Convention Center. You may order these services online. Info at <http://www.riconvention.com/exhibitors/online-exhibitor-services>

## **PARKING**

Parking Passes for the R.I. Convention Center Garage (attached to building) should be ordered via the Convention Center web site at least 20 days prior to the show, otherwise you must purchase passes when you arrive.

- There are **DAY PASSES** and **OVERNIGHT PASSES**. It is important which pass you obtain.

The day pass fee is \$15 per day and allows unlimited entries and exits during the day.

The overnight pass is \$20, but allows you to leave your vehicle in the garage for 24 hours.

**If you plan to leave your vehicle in the garage overnight, you must purchase the overnight pass or you'll be charged exorbitant overnight fees!**

- Without a parking pass, the fee is still \$15/day, but it is only good for one entry and one exit. Each additional re-entry will be \$15
- **Clearance in the parking garage is 6' 9"**
- Exhibitor's vehicles taller than 6'9" will be allowed to park in the fenced in "marshalling area" behind the Convention Center on a first-come, first served basis on limited space.

## **TICKETS**

- Discount admission tickets are available to all exhibitors for your customers and friends. The regular adult admission price is \$10, but exhibitors can purchase tickets (in advance) for \$7 each. The ticket order form is located on show web site. Please order early.

*Discounted tickets will NOT be available during the Show.*

## **SOLICITING**

Loud noises or noise devices used to attract attention are not permitted at any time. Throwing goods into the aisles is not permitted. In addition, any public address system, loud music or amplifying devices are prohibited.

## **EXHIBITOR CREDENTIALS**

- Exhibitor badges are available for staff working in your exhibit space (up to four per booth). These badges will allow your staff to enter the exhibition hall prior to show hours and to use the loading dock entrance. Security guards WILL be present at these doors and will demand the see the badge. **BADGES MUST BE ORDERED IN ADVANCE OF THE SHOW, no later than March 1.** Please complete the "Exhibitor's Credentials" form which is available online at the Exhibitor's Information Page (link at end of this documents). Credentials will be available in the 4th floor show office commencing at 8 AM each morning and throughout the show for your personnel who may arrive on separate days. We will NOT print badges after March 5.

- Nonprofits or companies who require more than 4 badges per group should request that your four badges be printed with organization name only which can then be passed along from shift to shift.

**The SHOW OFFICE will be located on the 4th FLOOR (take any elevator), and will be open at 8:00 am each morning and during all show hours. The show office will close on Sunday at 6:00 pm.**

## **SALES TAX - IMPORTANT**

Rhode Island mandates that sales tax be collected by every exhibitor who makes retail sales at the show. Every exhibitor must do **one of the following**:

- If you already have a Rhode Island Sales Tax Permit, you must **provide a photo copy** of your valid current permit.
- If you do not have a Rhode Island Sales Tax Permit, but will be making retail sales during the show, you must obtain a Temporary Permit. We will have Temporary Sales Tax Permits available at the show office during move-in hours.
- If you are **not making retail sales** during the show, and are display-only or information-only, then you do NOT need a Rhode Island Sales Tax Permit, but you MUST submit the *RI Sales Tax Declaration* form which may be obtained at the online Exhibitor's Information Page at: [www.risaa.org/show/neshowpkts.html](http://www.risaa.org/show/neshowpkts.html)

*NOTE: If you do not know if you need a permit, then call the show office and we will advise you. 401-826-2121*

## **BALANCES DUE**

No exhibitor will be allowed to move in unless all payments are made PRIOR to January 31, 2017. Spaces not paid will be given to the next company on the waiting list.

## **SECURITY**

The R.I. Convention Center provides 24 hour security on the outskirts of the exhibit hall. In addition, RISAA/ New England Saltwater Fishing Show hires additional security to remain within the exhibition hall throughout the entire night; however RISAA/New England Saltwater Fishing Show makes no guarantee to prevent loss. Exhibitors are responsible for their own insurance coverage in the event of loss.

## **SHOW ASSISTANCE**

Members of our Association will be on duty to assist exhibitors throughout the entire show. Feel free to seek their help at any time. They will be wearing a different colored badge to identify them.

**Information/forms you need are available online at: [www.risaa.org/show/neshowpkts.html](http://www.risaa.org/show/neshowpkts.html)**