



**2019 Boaters Exchange Fall Showcase
Saturday, October 12th 9am–4pm
"Vendor Facts"**

Boaters Exchange thanks you and is excited that you have chosen to participate in this event. We hope you have a great show and we look forward to seeing you!

What is the objective of this event?

To meet, serve, educate and network with fellow boaters, anglers and citizens of our community.

Where is the event located?

Boaters Exchange 2145 US 1, Rockledge, FL 32955

Do I need to fill out a form to be vendor?

Yes. To comply with the necessary insurance forms, please fill out the Vendor Registration Forms at www.BoatersExchange.com.

How Do I Load In?

Load in is Friday Oct 11th between 200-500pm. NO SATURDAY MORNING LOAD IN!

Vendor Load-In Procedure

- 1. Stage yourself at the Rockledge Square Shopping Center, 1880 US-1, Rockledge, FL 32955.**
- 2. Call the Load-In Attendant (Contact Name and Number Will Be Provided)**
- 3. Load-In Attendant will confirm he is ready for you or may ask you to wait a few minutes while he clears the drop zone area for your arrival.**
- 4. Please keep in mind we are still open for business and this process will help avoid congestion in the drop zone.**
- 5. Once you unload (NOT SET UP) please move your vehicle across the street to the designated vendor parking area.**
- 6. Walk back over to your booth space and then start your set up. Set up must be completed by 5pm.**
- 7. The gates will be locked and the alarm will be set overnight. We also have an employee on-site.**
- 8. Move in is between 2pm - 5pm on Friday**

Where do I park?

Vendors must park across the street once they have unloaded (with the exception of the Kids Zone vendors with live animals and Emergency Responders who have designated parking areas). We have limited parking onsite and cannot allow vendors to park in the customer area. By registering as a vendor, you are also stating you are in agreement with the parking policy. *(Those who do not abide, may not be asked to leave and participate the following year).*

Will you provide a tent, table and chairs for me?

No. You will need to provide your own.

What size tent and table can I bring?

Unless otherwise specified, everyone will be given a 10x10 space so you can bring a 10x10 tent. You may bring any tables and chairs that fit within that space.

How much is the cost of a booth?

\$50 plus a raffle item. **RAFFLE ITEMS MUST BE RECEIVED NO LATER THAN OCT 4TH, DROP OFF AT BOATERS EXCHANGE 2145 US 1 - ATTN KARA.**

When is the vendor fee due?

At time of registration via PayPal. Registration is electronic and can be found at www.BoatersExchange.com

Is there anything else I need to supply?

We politely request that every vendor supply a raffle item to be given away. The type and value of the item is up to you. We will announce your business name with a short explanation as we give away the item. Email a photo, description and retail value to Kara so that your item and business can be promoted during the weeks leading up to the event.

What time can I set up my booth?

Friday, Oct 11th from 2-5pm

Note: All vendors must be at their booth by 9am Saturday morning.

When can I start breaking down my booth?

4:00pm on Saturday, Oct 12th . NO EXCEPTIONS

Can I play music at my tent?

Boaters Exchange will be providing the music.

Where will I be setting up my tent and table?

We will assign you a space.

Will food be served?

Yes, various food trucks will be on-site

Can I sell my product?

Yes. Its encouraged.

How many people do you expect to attend?

Depending on the weather we can expect between 800 and 1000 attendees.

Who do I need to get in contact with if I have any questions?

You may contact our Marketing Director, Kara Karasch, at Kara@BoatersExchange.com or call (321) 638-0090 Ext 104 M-F 9am 4pm.

Revised 09/24/19