

New England BOAT SHOW

To: Boat Show Exhibitors
From: Mary Steen
Date: 2009 Show
Re: **Boat Show Guest Tickets**

The guest ticket system we have been using since moving to the BCEC has been very successful and we will continue to handle the guest ticket distribution the same way. This system is designed to accommodate the increased demand for guest tickets and to eliminate the long lines and confusion that can occur at the guest ticket counters.

Exhibitors may purchase tickets in advance for distribution before the show, as in the past. ***Exhibitors will no longer be able to leave tickets in envelopes at the Guest Ticket Counter.***

Detailed instructions are enclosed; briefly, the system is as follows:

1. Exhibitors will drop off an **alphabetical, TYPED or HAND-PRINTED list**, using the form we supply you, indicating the guests' names and the number of tickets they are to receive.
2. Guests will go to the Guest Ticket counter, and give your company name first and then his/her name. We will look it up in our Guest Ticket Book, and if their name is on the list, the guest will sign for the tickets.
3. **You may NOT remove the list at anytime.** You may add to your list by bringing us a list of additional names, using our form. You may correct and take names off the list as needed.

Tickets may be purchased in advance and distributed prior to the show. Once the show opens, you may not leave those tickets for guests. The unused tickets purchased in advance will be credited or refunded. ***Only a list of guests' names will be left at the Guest Ticket counter.*** Show Management will have tickets at the counter to distribute to guests, and exhibitors will be billed according to the number of tickets claimed and signed for by each guest.

If you have any questions please call me at 800-225-1577 prior to February 10th. I will be in the show office from February 10th – 23rd..