

# Important Guest Ticket Procedures and Policy

The guest ticket system for the New England Boat is designed to accommodate our increased exhibitor list and hopefully eliminate the long lines and confusion that can occur at the guest ticket counter.

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.***

The new procedure for exhibitors wishing to leave tickets for guests will be as follows:

1. Exhibitors will drop off an **alphabetical, TYPED or HAND-PRINTED list** indicating the guests' names and the number of tickets they are to receive. We have enclosed a copy of the form we want you to use. Your list will go into a three ring binder book, which will have a section for each exhibiting company.
2. Your guest will go to the Guest Ticket counter, which will be located in the East Lobby. The guest will give your company name first and then the guest name. We will look it up in the Guest Ticket Book, and if the name is on the list, the guest will sign and indicate how many tickets received. The staff at the guest ticket counter will have tickets to give the guest once they have signed the book.
3. The lists in the book will be our accounting system. **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.

We ask for everyone's cooperation as we implement this system. It will make things run smoother and your guests won't have to be inconvenienced by having to wait in lines.

Exhibitors ordering tickets in advance to distribute themselves, please do NOT fax and mail in the same order.