



2018

MIBS EXHIBITOR MANUAL



E V E N T S T A R  
S T R U C T U R E S



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Dear Exhibitor,

Eventstar Structures is proud to be the exclusive provider of tent structures and accessories for The 2018 Progressive Insurance Miami International Boat Show being held at the historic Miami Marine Stadium Park and Basin on Virginia Key, February 15<sup>th</sup>-19<sup>th</sup> in Miami, Florida.

Below you will find information pertinent to securing your structure for the event. Eventstar will be providing specific structure offerings, as well as design and development services.

If you have any questions or concerns, please use the contact information below to get in contact with The Eventstar MIBS 2017 team.

**EVENTSTAR**

**Website:**

<http://www.eventstar.com>

**Address:**

**8150-B NW 90<sup>th</sup> ST  
Medley, FL 33166**

**Contact Information:**

[miamiboatshow@eventstar.com](mailto:miamiboatshow@eventstar.com)

**305-969-0191** Office  
**305-969-2761** Fax

# Frequently Asked Questions:

## HOW DO I PLACE MY ORDER?

Orders can be placed by emailing our team at [miamiboatshow@eventstar.com](mailto:miamiboatshow@eventstar.com).

Eventstar's mailing address is as follows:

8150-B NW 90<sup>th</sup> St  
Medley, FL 33166

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records.

## DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

Full payment must be received for services requested before the order will be processed. The deadline for payments is **January 5<sup>th</sup>, 2018**. To confirm your order, you must sign your Invoice and submit 100% payment. Orders are reserved on a first come, first served basis.

## WHEN IS THE DEADLINE TO PLACE ORDERS?

Orders placed on or before October 30<sup>th</sup> will qualify for a 5% early bird discount (excluding services, graphics and transportation.) Orders for tenting and accessories should be placed no later than **November 20<sup>th</sup>, 2017** to keep the standard pricing listed below. Any orders or changes after this date will be billed at an increased rate and subject to availability. Different styles of structures or accessories may be used if regular inventory is not available. Deadlines for other accessories are listed in the table below. Similarly, orders placed after those deadlines would be subject to an expediting fee, and subject to availability.

## DOES THE COST OF THE TENT INCLUDE LABOR INSTALL AND DISMANTLE?

Labor is included in the pricing below based on normal business hours and a standard setup scenario, with level flooring and no obstructions.

## WILL EVENTSTAR HANDLE PERMITTING?

A City Building Permit is required for any structure (not limited to tenting) over 100 sq. ft. Permits will be provided at an additional cost based on square footage. Only structural elements reflected on the master drawing and approved by the engineer of record will be allowed to be erected. All tents or similar structural items must be ordered through Eventstar (NMMA's Exclusive Tent Provider). Due to permit restrictions, no outside tent vendors or individual tent structures will be allowed in the basin.

## CAN ITEMS BE ATTACHED TO THE STRUCTURE?

No alterations (drilling, tapping, gluing, etc) can be made to the structure without Eventstar's prior consent. If changes are made, damages will be billed at full replacement cost plus an administrative fee. This includes puncturing vinyl for the attachment of graphics or tying off boats to the columns of the structures. If you need assistance with attaching signage to the floating docks, Eventstar has engineered equipment that specifically adapts to these docks.

## HOW LONG DO I HAVE TO REMOVE ITEMS PRIOR TO DISMANTLE?

All items must be removed from the structures by 12 PM on February 20<sup>th</sup>, 2018.

## HOW DO I ORDER ELECTRICAL SERVICES?

Electrical Service must be ordered separately through the show's electrical contractor, Edd Helms Electric.

# Limits & Liability

## RESPONSIBILITY FOR LABOR

- **EVENTSTAR**, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **EVENTSTAR**, and its subcontractors, shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **EVENTSTAR** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **EVENTSTAR** or its subcontractors.
- **EVENTSTAR**, and its subcontractors, shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **EVENTSTAR** within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **EVENTSTAR** or its subcontractors more than one year after the accrual of the action.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.
- **EVENTSTAR** and its subcontractors will not be responsible for any damages caused while handling the Exhibitors display and its components during set up, storage, and dismantling. Exhibitor should inform in writing any special handling conditions prior to shipping to and from.

## PAYMENT TERMS

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have full payment by no later than **January 5<sup>th</sup>, 2018**.
- All payments must be made via wire transfer or Credit Card (Visa or Mastercard)
- **All inquiries must be resolved and completed before you leave the event.**

## ORDERS, QUESTIONS, & ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, must be paid-in-full at the time the order is placed.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **EVENTSTAR** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **EVENTSTAR** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items cancelled on show site or after delivery are **non-refundable** and billed at 100%. There will be no refunds for any Services reserved and paid for in advance.

# Payment Policies

- Full payment must be received for services requested before the order will be processed.
- All prices include delivery, installation, and rental charge for the duration of the event and removal at completion.

## PAYMENT OPTIONS

### Payment by Wire Transfer

#### WIRE PAYMENT INSTRUCTIONS:

Bank Name: Stonegate Bank  
Bank ABA: 067015724  
Beneficiary Name: Eventstar Structures Corp  
Beneficiary Address: 8150-B NW 90th Street, Medley, FL 33166  
Beneficiary Account: 1046358

#### ACH PAYMENT INSTRUCTIONS:

Receiving Bank: Stonegate Bank  
Routing Number: 067015724  
For Credit to: Eventstar Structures Corp.  
Account #: 1046358

Orders will **NOT** be processed without full payment.

## INSURANCE REQUIREMENTS

### General Liability - Minimum Acceptable Amounts

Type: Occurrence Basis/Limits:

Per Occurrence.....	\$1,000,000
General Aggregate.....	\$2,000,000
Operations Aggregate.....	\$1,000,000

**Certificate Holder:** Eventstar Structures Corp.  
8150 B NW 90<sup>th</sup> Street  
Medley, FL 33166

### Description Of Operations/Locations/Vehicles Must Read:

Certificate holder, Eventstar Structures Corp. is added as Additional Insured as required by contract together with respects to Commercial General Liability on primary and non-contributory basis. Waivers of Subrogation apply to all parties listed above, for all policies.

*\* All policies must cover entire duration of work, beginning on first day of install until last day of dismantle. \**

## INTERNATIONAL EXHIBITORS

Exhibitors must pay for all services in US funds and must be drawn from a US bank.

Please email [miamiboatshow@eventstar.com](mailto:miamiboatshow@eventstar.com) with any additional rental items or service requests not mentioned above for availability and pricing.

Please return all Order Forms [miamiboatshow@eventstar.com](mailto:miamiboatshow@eventstar.com)



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**TENT OPTIONS**

Tenting			
Item Description	UM	Early Bird Price	Reg. Price
10'x10' Curv Structure	EA	\$380.00	\$400.00
10'x20' Curv Structure	EA	\$760.00	\$800.00
10'x30' Curv Structure	EA	\$1,140.00	\$1,200.00
10'x40' Curv Structure	EA	\$1,520.00	\$1,600.00
20'x10' Curv Structure	EA	\$665.00	\$700.00
20'x20' Curv Structure	EA	\$1,330.00	\$1,400.00
20'x30' Curv Structure	EA	\$1,995.00	\$2,100.00
20'x40' Curv Structure	EA	\$2,660.00	\$2,800.00
30'x10' Curv Structure	EA	\$926.25	\$975.00
30'x20' Curv Structure	EA	\$1,852.50	\$1,950.00
30'x30' Curv Structure	EA	\$2,778.75	\$2,925.00
30'x40' Curv Structure	EA	\$3,705.00	\$3,900.00
40'x10' Curv Structure	EA	\$1,235.00	\$1,300.00
40'x20' Curv Structure	EA	\$2,470.00	\$2,600.00
40'x30' Curv Structure	EA	\$3,705.00	\$3,900.00
40'x40' Curv Structure	EA	\$4,940.00	\$5,200.00
Longer structures are available and can be quoted upon request			

Tent Accessories			
Cladding	UM	Early Bird Price	Reg. Price
White Vinyl Walls for Structures	Per 10' Bay	\$42.75	\$45.00
Clear Vinyl Walls for Structures	Per 10' Bay	\$57.00	\$60.00
Double Doors*	Each	\$688.75	\$725.00
500W Par 64 Lights (**Lights and Physical connection to tent only. Power and other connections must be ordered separately through Edd Helms Electric)	Each	\$118.75	\$125.00
Hi-Bay Lights (**Lights and Physical connection to tent only. Power and other connections must be ordered separately through Edd Helms Electric)	Each	\$261.25	\$275.00

Life Safety (Note, some life safety items will be required to comply with code, dependent on final structure configuration)			
Items	UM	Early Bird Price	Reg. Price
Fire Extinguisher w/ clip	Each	\$66.50	\$70.00
Lit Exit Sign (**Signs Only, power and connections must be ordered separately through Edd Helms Electric)	Each	\$114.00	\$120.00
No Smoking Sign	Each	\$9.50	\$10.00

HVAC (Client is responsible for contacting Edd Helms about available power at their dock)			
Items	UM	Early Bird Price	Reg. Price
2 Ton Interior Portable AC Unit	EA	\$617.50	\$650.00
Vinyl Wall w/ Plug for Portable AC Unit	EA	\$213.75	\$225.00
5 Ton Exterior AC Unit	EA	\$1,140.00	\$1,200.00
Vinyl Wall w/ 2 Cutouts for Primary and Return	EA	\$213.75	\$225.00

\* 1 Unit minimum per 200 sq ft for 2 ton Interior Portable AC Units | 1 Unit minimum per 300 sq ft for 5 Ton Exterior Unit  
 \*\* Portable AC Units are Interior units. Specs are available upon request  
 \*\*\* Condensation Pans of Portable AC Units will be required to be changed every 2-4 hours. These pans hold 5 gallons of water, and can weigh up to 45 lbs.  
 \*\*\*\* Eventstar will only provide units. Clients should contact Edd Helms Electric for all electrical services.  
 \*\*\*\*\* Exterior unit requires a 3'x5' external footprint for staging  
 \*\*\*\*\* Exterior unit includes ducting for Primary and Return

Services		
Design Services	UM	Price
Drafting and Render Services (If Requested)	Per Hour	\$100.00
Opening or Closing of Vinyl Walls <b>**Note, client can open and close wall at their own risk. If walls are damaged due to misuse, cost to replace will be billed additionally. Request to open or close walls must be made a day prior to service need.</b>	EA	\$50.00

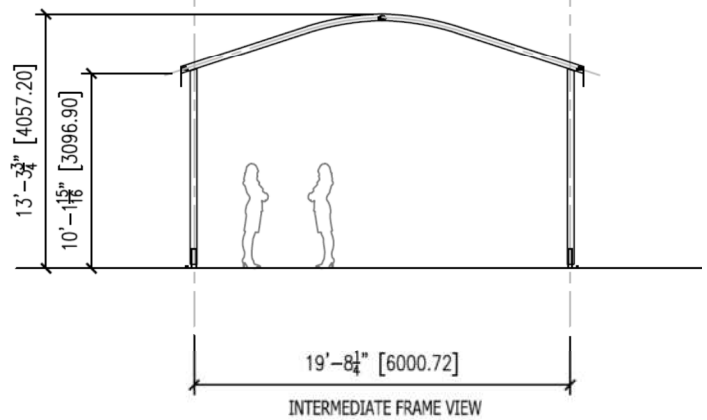
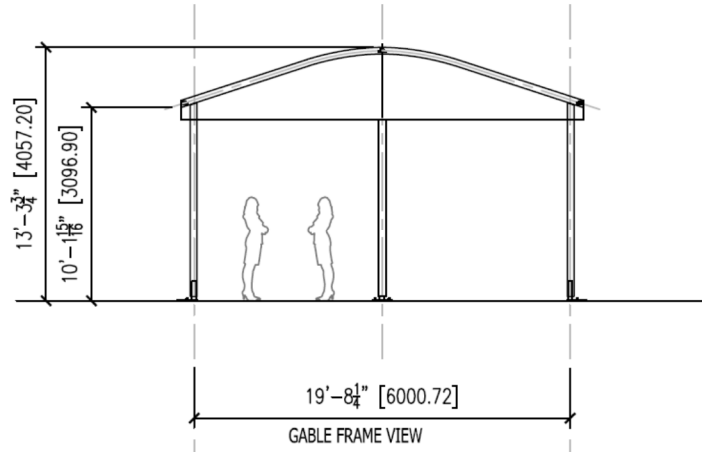
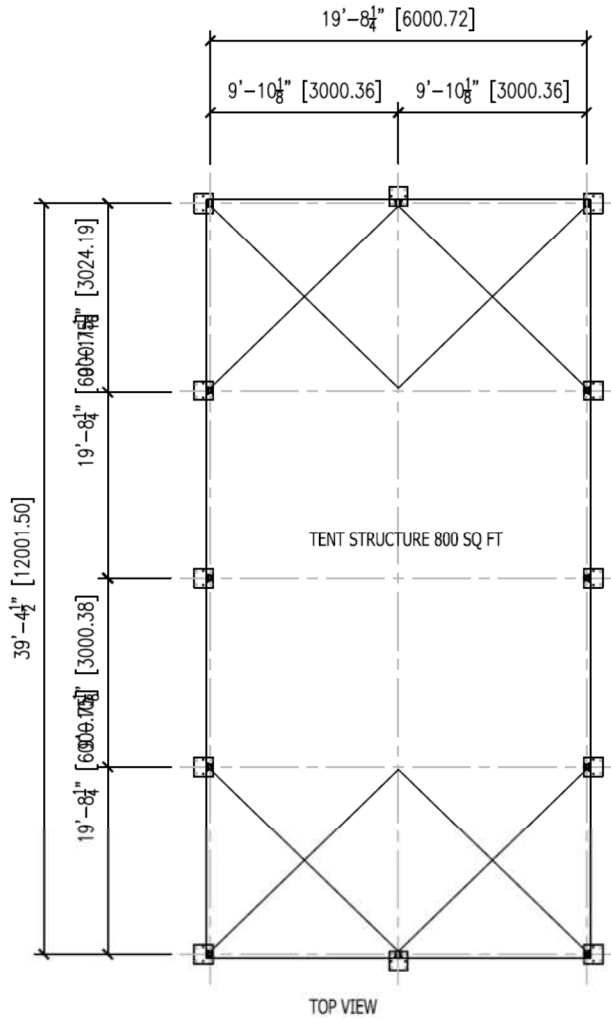
Graphics (Prices include printing, installation and dismantle)		
10' Span Curv Gable	EA	\$380.00
20' Span Curv Gable	EA	\$775.00
30' Span Curv Gable	EA	\$1,000.00
40' Span Curv Gable	EA	\$1,300.00
Parapet/Valance Option (for 10', 20' and 30' Curv) Inclusive of Graphic and Installation. An option for a 40' Curv Parapet is available upon request, but at a different cost.	Per 10' Section	\$900.00

\*Clients are responsible for collecting purchased graphics items at the end of the event. Eventstar is not responsible for items lost or damaged. If items are found post-event, client will be responsible for arranging shipping from Miami. If shipping is not arranged within 30 days after the event, Eventstar will dispose of graphic.

Transportation		
Delivery and Pickup of 10' and 20' Spans up to 40' Long	Each	\$175.00
Delivery and Pickup of 30' Span up to 40' Long	Each	\$300.00

# Sample Structure

## Example 20'x40'x10' Curv Structure



### MIBS PROJECT 2016

The size above is just for reference, and final specifications for your structure will be sent to you after receiving your inquiry.