



DC Boat Show: National Harbor

Exhibitor Service Kit

May 3-5, 2024

Services Provided By:

Effort, LLC
Mailing Address:
P.O. Box 658
Severna Park, MD 21146

Contact Information:

Hours: 9:00 A.M. - 5:00 P.M. EST,
Monday through Friday
Phone: 443-926-2579
Email: info@effort-llc.com

DC BOAT SHOWS 
AT NATIONAL HARBOR

Oxon Hill, MD

May 3-5, 2024

ADVANCE ORDER CUT-OFF DATE: April 5th, 2024 5:00 PM EST

DC Boat Show

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info@effort-llc.com

Dear Exhibitor,

Effort, LLC is pleased to be the general contractor for the second annual DC Boat Show.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date of May 3-5, 2024, all equipment will be installed in your booth prior to your arrival. Please forward this service kit to the person you have appointed to be in charge.

Assistance in Planning

Please review your exhibit needs as they are relevant to services offered in the enclosed forms. If you require assistance in planning your exhibit, please contact our office. We will be happy to help you utilize our rentals and services to make your booth both a functional and sharp-looking workspace.

Please Note

All forms are to be returned to the address specified on them. You can email the forms to info@effort-llc.com.

Carpeting

Remember your booth is not carpeted. Carpeting is highly recommended. Please refer to your carpet order form for more details.

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Exhibiting Tips

Boat Ramps

Custom built ramps from dock to boat will be offered and are highly recommended, as all boats will be Stern to Dock. Please refer to the ramp order to acquire.

Save Time and Money

- Place your orders in advance. By placing your orders by, you will benefit from discounted pricing.
- Payment in full must accompany your order. Orders received without payment will not be processed.
- Orders placed after April 5th, 2024 will be charged at standard pricing (no discount). Orders placed at the show can be paid via Credit Card, Company Check or Cash.

Questions and/or Adjustments

Should you notice any discrepancy in the items ordered and the items received, or have any concerns, please immediately report to the Effort, LLC service desk at the show to report it. Your concerns will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on discrepancy reports received during post-show invoicing.

We look forward to being of service to you, and if you have any additional questions, you can contact us at 443-926-2579 or info@effort-llc.com.

Sincerely,

Effort, LLC

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BOAT RAMP ORDER FORM

Boats are Stern to Dock. Ramps built on site after boat is docked.
Cutoff date is April 5th, 2024 for advance pricing.

<u>Qty</u>	<u>Description</u>	<u>Advance</u>	<u>Standard</u>	<u>Carpet Color</u>	<u>Item Total</u>
	Custom Ramp	\$225.00	\$450.00		

Color Choices for Carpet

Please Mark: Blue Grey Black

If you do not choose a color, one will be chosen for you based on remaining inventory.

Ramp Notes

- **BOAT SPECS REQUIRED.** To help expedite the install, boat specs are required as we will build the ramps on site once they are docked. **INCLUDE** specification sheet in email with this form.
- If you do not choose a ramp, you must provide your own. Ramps will not be available the day of the show, so we recommend making your choice as soon as possible.
- 10'x20' rental floats are available through the DC Boat Show as well.

Company Name:
Address:
City/State/Zip:
Name:
Phone:
Booth:

Order Summary

Ramp Subtotal:
MD Sales Tax 6%:
Total Amount Due:

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CARPET RENTAL FORM

Booths are not carpeted. Cutoff date is April 5th, 2024 for advance pricing.

<u>Qty</u>	<u>Description</u>	<u>Advance</u>	<u>Standard</u>	<u>Color</u>	<u>Item Total</u>
	10'x10'	\$165.00	\$205.00		
	10'x20'	\$330.00	\$410.00		

For all other sizes, please email or call for a quote.

Color Choices for Carpet

Please Circle: ___Blue ___Grey ___Black

*If you do not choose a color, one will be chosen for you based on remaining inventory.
All colors may not be available the day of the show, so we recommend making your
choice as soon as possible.*

Company Name:
Address:
City/State/Zip:
Name:
Phone:
Booth:

Order Summary

Carpet Subtotal:
MD Sales Tax 6%:
Total Amount Due:

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FURNITURE RENTAL ORDER FORM

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SEATING				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Standard</u>	<u>Item Total</u>
	Folding Chair	\$15.50	\$19.00	
	Deluxe Arm Chair	\$26.50	\$33.00	
	Chrome Stool	\$48.50	\$62.00	
Seating Total				
MISCELLANEOUS				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Standard</u>	<u>Item Total</u>
	Wastebasket	\$11.00	\$13.50	
	Bag Stand	\$21.00	\$26.50	
	Chrome Stanchions	\$38.50	\$49.50	
	Red Velour Rope (Per ft)	\$7.00	\$9.00	
Miscellaneous Total				
30" HIGH TABLES				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Standard</u>	<u>Item Total</u>
	2'x4' Undraped	\$41.00	\$43.00	
	2'x6' Undraped	\$43.00	\$50.00	
	2'x8' Undraped	\$47.50	\$55.00	
	2'x4' Draped	\$77.00	\$93.50	
	2'x6' Draped	\$88.00	\$108.00	
	2'x8' Draped	\$93.50	\$114.50	
30" High Tables Total				
42" HIGH TABLES				
<u>Qty</u>	<u>Item</u>	<u>Advance</u>	<u>Standard</u>	<u>Item Total</u>
	2'x4' Undraped	\$47.50	\$58.50	
	2'x6' Undraped	\$54.00	\$66.00	
	2'x8' Undraped	\$60.50	\$75.00	
	2'x4' Draped	\$86.00	\$108.00	
	2'x6' Draped	\$97.00	\$122.50	
	2'x8' Draped	\$102.50	\$130.00	
42" High Tables Total				

If you ordered a draped table, please select table skirting color on next page.

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FURNITURE RENTAL ORDER FORM

Color Choices for Table Skirting

Please Circle: ___ Black ___ Red ___ Blue ___ White

If you do not choose a color, you will be given show colors (blue).

Company Name:	Booth #:
Contact Name:	Phone #:
Total Your Order Here:	
Subtotal:	
MD 6% Sales Tax:	
Total Amount Due:	

Orders are fulfilled while supplies last. The closer to the show the order is placed, the lower our inventory is. There will be fewer options as the show approaches.

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BOOTH CLEANING FORM

Booth cleaning costs \$35.00 per 8'x10' or 10'x10' booth per day for advance orders. The cutoff date for advance orders is April 5th, 2024. On-site orders for booth cleaning cost \$45.00 per 8'x10' or 10'x10' booth per day.

Please fill out the form below and fax or email to the above address.

Company Name:
Address:
City/State/Zip:
Show Contact Name:
Contact Cell #:
Booth #:
Dates to be Cleaned:

Please total your order below:

Number of 8'x10' or 10'x10' Booths _____

Advance Orders - \$35.00 _____

On-Site Orders - \$45.00 _____

Number of Days _____

Total Cost _____

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DC BOAT SHOW ORDER RECAP FORM

This form, along with the method of payment form, must be completed and sent to Effort, LLC with your order forms. Full payment must accompany all orders, or they will not be processed. To benefit from our discount pricing, orders must be received by April 5th, 2024. Otherwise, you will be charged standard prices.

Please total your order below:

Furniture Order Form Total	\$
Carpet Order Form Total	\$
Booth Cleaning Form Total	\$
Grand Total	\$

Cancellation/ Exchange Policy:

ITEMS ORDERED AND SUBSEQUENTLY EXCHANGED AT THE SHOW WILL BE CHARGED 50% OF THE ORIGINAL PRICE. ITEMS CANCELLED AT THE SHOW WILL NOT BE REFUNDED.

Company Name: _____

Ordered By: _____ Date: _____

Phone: _____ Fax: _____

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METHOD OF PAYMENT FORM

This form must accompany all forms. The cutoff date for advance orders is April 5th, 2024. If you are using Effort, LLC services, this form must be filled out and returned with your order. Any orders received without this form will not be processed. This form can be faxed or emailed to the above addresses.

Please indicate the method of payment:

	Cash
	Company Check – Please make all checks payable to Effort, LLC and mail to the address above.
	Credit Card -- Please complete the following form.

Full payment must be received before April 5th, 2024 or you will be charged Floor Pricing. If you pay by credit card, a 4% processing fee will be added to your invoice. Our payment preference is via check.

Visa:		
Mastercard:		
Account #:		
Name on Card:		
Signature:		
3- or 4-Digit Code on Back (CVV):		
Exp. Date:		
Company Name:	Booth #:	
Billing Address:		
City:	State:	Zip Code: