

## PROTOCOL FOR HOSPITALITY AT THE UNITED STATES YACHT SHOWS

Parties, press conferences and other functions conducted on the grounds during or after hours at the United States Yacht Shows require prior approval and arrangement with show management. As soon as you decide you want to hold a function, please provide us with the following information:

- 1) Type of function (owner's party, press conference, etc.)
- 2) Date and time
- 3) Scope of function (approximate number of guests, food, music, alcohol, etc.)

After receiving preliminary approval, you will need to provide the show with the following specific information two weeks prior to the show:

- 1) Copy of the invitation
- 2) Exact date and time, including duration of the event
- 3) Name of caterer (if applicable) and time of arrival\*
- 4) Name of band (if applicable) and time of arrival\*
- 5) Invitation list and number of guests
- 6) Gate to which you are directing your guests

**PLEASE NOTE: Invitations to your function are not admission tickets to the show and it is strongly suggested that your invitations state that to avoid embarrassment to your guests at the gate.** Invited guests to functions that start after show hours will be admitted with their invitation alone but only after the show has closed for the day.

\*Parking is not provided for caterers and bands. By prior arrangement, we will try to arrange staging but vehicles must be removed once the food or equipment has been off-loaded.

For more information, contact Shelley Deutschle, at 410-268-8828 or [shelley@usboat.com](mailto:shelley@usboat.com).

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