

2015 BCYBA Victoria Inner Harbour Boat Show



VICTORIA
INNER HARBOUR
BOAT SHOW

April 30 – May 03, 2015

EXHIBITORS MANUAL

Produced by:



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This manual will answer most questions regarding the move-in/out of exhibitors and product, security, signage, schedules, equipment rentals etc.

Please take a few minutes to review this manual and ensure your staff is familiar with it as well.

WELCOME EXHIBITORS

Thank you for participating in the 25th Annual
BC Yacht Brokers Victoria Inner Harbour Boat Show
Victoria's Inner Harbour - Causeway Docks and Ship's Point

Our wonderful location in Victoria's Inner Harbour is a very
exciting event for both exhibitors and attendees alike.

The 2015 Victoria Inner Harbour Boat Show is proudly sponsored by:

Boating BC – *Platinum Sponsor*
The Greater Victoria Harbour Authority – *Gold Sponsor*
The Inn at Laurel Point – *Silver Sponsor*

Please note the following contact numbers for your convenience

- STEVEN THREADKELL** – Boat Show Manager – Cell # 250-885-9134
- GVHA** – Dock Staff – Moorage/ Reservations – 250-383-8326
- SECURITY** – Victoria Commissionaires
- DISPLAY COMPANY** - Island Tents & Events - 250-385-3541

Show Hours – Thursday & Friday – 11:00 am to 6:00 pm
Saturday & Sunday – 10:00 am to 5:00 pm

Show Admission - \$ 10.00 per adults - \$ 8.00 (seniors & students)
Children under 16 – Free
(*must be accompanied by an Adult*)
3 day pass - \$25.00
Visa / MasterCard / Debit

**All paid guests will receive a color-coded wrist band allowing
in-and-out admission during the day.**

Show Office Location – Trailer Office is located on Ship's Point.



VICTORIA
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ARRIVAL/MOVE IN

Dock-Side Exhibitors

Thank you for submitting your dock space requirements. Steven Threadkell, Boat Show Manager, will endeavour to honour your placement requests where possible. Boat Show management reserves the right to make any changes to the dock plan as necessary.

Exhibitors will be emailed their Exhibit placement and move-in schedule as early as possible. Due to the large number of participants, late arrivals may be denied entry to the Boat Show or assessed a \$500 late fee.

Please ensure that all boats delivered early have your company name in the window.

******Prior arrangements with the GVHA MARINA must be made if you are bringing your vessels in before APRIL 27th.**

Your company will be charged for moorage by the marina up to April 27, 2015.

Please contact:

DOCK MASTER- Causeway & Ship's Point Phone - 250-383-8326
(Please inform the marina that you are an exhibitor)

Please ensure all boats are equipped with the following:

- *Good tie up lines*
- *Extra fenders*
- *Anchor*
- *Power cords, adaptors and pigtails*
- *Splitters with 20/ 30 amp adapters*

NOTE:

The marina "does not" have adapters or splitters available

ARRIVAL/MOVE IN

Booth/Bulk Space Exhibitors

Move-in for **Bulk space** Exhibitors: **Monday April 27 and Tuesday April 28, 2015.**

Move-in for **Booth** Exhibitors: **Wednesday April 29, 2015.**

On-Site Security

Security begins at 5pm Wednesday April 29th. *Please inform Boat Show Manager if you require an early move-in as additional security will be required.*

Please ensure that all valuable merchandise is covered or secured during non-show hours. We do have security after closing, however it will be YOUR responsibility to cover and protect your merchandise.

Booth Set-up

- A three (3)-foot high drape will be provided for booth dividers only.
- It is expected that each booth display will be staffed at all times during the show and shall be presented in a professional manner.
- If you require rentals: tables, chairs, lighting, carpet etc. please contact:

Island Tents & Events: (250) 385-3541 fax: (250) 385-3540
email: gisele@islandtentandevents.com

- A rental form is attached to the same email by which you received this manual. Please place any orders directly with *Island Tents and Events*.
- *Island Tents & Events* will be available on site during move-in only.

Electrical Requirements

- Those of you who have purchased booth space with electricity have already paid for your electrical permit. HOWEVER, your specific electrical requirements must still be arranged by you. To do so, please complete the electrical order form that is also attached to the same email by which you received this manual and send it directly to Island Tents and Events.

Island Tents & Events: (250) 385-3541 fax: (250) 385-3540
email: gisele@islandtentandevents.com

GENERAL INFORMATION

POLICIES AND PROCEDURES

INSURANCE

Boat Show management and the Greater Victoria Harbour Authority are not responsible for injury, loss or damage to products, exhibits, equipment or decorations, by fire, accident, theft while on the premises. All exhibitors must have adequate insurance coverage and MAY BE required to provide evidence of valid insurance.

MAPS & CHARTS

Enclosed is the Port of Victoria Traffic Scheme for your reference, as well as Tide charts, Ferry schedule, Float Plane schedules, Hotel information & Rental forms.

SECURITY

Each dock exhibitor is expected to secure their own Yachts & Exhibits. Docks will be patrolled nightly and entrance will be restricted outside show hours. Exhibitors are responsible for their own property. Victoria Commissionaires will provide security services and are authorized to call Police if required. Security for booth/land exhibitions begins at closing each day until opening the following day.

DECORATIONS

Exhibitors are encouraged to “Dress” their displays using flags/lights/carpeting/banners etc. Each dock exhibit will be supplied with a company sign which is the property of the BC Yacht Brokers Association. **At Closing, all exhibitors are responsible for the removal of all materials from their display area. Failure to remove any materials will be charged back to the exhibitor.**

SIGNS/ FLAGS/ BANNERS

Exhibitors are permitted to display signs, banners, & flags representing their produces and companies, provided they are professionally made and NOT hand printed. Each exhibitor will be expected to show only GOOD QUALITY product. Failure to do so may result in removal of the vessel from the show. Please avoid starting up engines during the show. If necessary, it is your responsibility to inform your neighbours in advance.

EXHIBITOR BADGES

All exhibitors MUST have exhibitor badges to enter the show at all times. Exhibitors will receive badges during move-in. Please stop by the show office to pick up them up. These passes will be printed with your name and Company. *Your Exhibitor Badge is your pass to get into the show, so please have it with you at all times.*

Please complete the badge form in this manual and email it to: streadkell@shaw.ca before April 20, 2015 to allow time for your badges to be prepared.

EXHIBITOR PR/GUEST TICKETS (NEW Policy)

Our policy regarding PR/Guest Tickets has changed from last year. This year, all registered exhibitors will receive an allotment of “guest tickets” as part of your registration (20 tickets for dockside exhibitors, 10 tickets for booth display exhibitors) at no cost. These tickets may be given to your preferred clients and will enable them to attend the show without charge. They will be mailed to you once your registration is confirmed **BUT ONLY IF** your registration is confirmed before **APRIL 15, 2015**. Those who register after April 15th may pick up their ticket allotment at the main entrance to the show starting April 30th. Anyone wishing more than their allotment of guest tickets may purchase them at the Exhibitor rate of \$5.00/ticket – no refunds for unused tickets.

PORTABLE WASHROOMS

Facilities for Boat Show visitors are located at Ship’s Point only.

MOVE-OUT

All exhibitors are required to stay until closing – Sunday 5:00 pm. Please contact Steven Threadkell if early departure is required.

PARKING

EXHIBITORS WITH VEHICLES MUST PARK AWAY FROM THE SHOW AREA - THESE SPOTS NEED TO BE AVAILABLE TO BOAT SHOW ATTENDEES!

All parking is regulated by Robbins Parking and you will be ticketed if your meter has expired!

Off Site Parking:

The City of Victoria operates five parkades downtown:

- Bastion Square Parkade - 500 Block of Yates Street
- Broughton Street Parkade - 700 Block of Broughton Street
- Centennial Parkade - 600 Block of Fisgard Street
- Johnson Street Parkade - 700 Johnson Street
- View Street Parkade - 700 Block of View Street

***Thank you for participating in
The B.C. Yacht Brokers Association’s 25th Annual Boat Show!***



GENERAL MEETING

Please join us...

We are pleased to invite *all members and exhibitors*

to the

BCYBA Annual Spring Breakfast Meeting

Friday May 01, 2015 from 9:00-10:30AM

at

**The Inn at Laurel Point
680 Montreal Street
Victoria, BC V8V 1Z8
(250) 386-8721**

EXHIBITOR BADGE FORM

Please complete this badge order form before
APRIL 20, 2015
 For exhibitors and staff only.

1. Fill in the form fields – save page and e-mail to: stthreadkell@shaw.ca

The Company Name to Appear on Badge:

First Name:	Last Name:	
		<p>Exhibitors receive the following complimentary badges:</p> <ul style="list-style-type: none"> • 100 ft of dock space – 8 badges • 50 ft of dock space – 6 badges • One boat only – 4 badges • Booth exhibitors – 4 badges • Bulk space exhibitors – 6 badges <p>Additional badges may be purchased at \$5.00 each.</p> <p>Please provide Visa / MC or cheque upon pick up for extra badges</p>

Please note: ALL EXHIBITOR BADGES ARE AVAILABLE AT THE SHOW OFFICE ONLY FOR PICK UP!

All exhibitors are required to show badges when entering the show.

Thank you.

EXHIBITORS VESSELS FORM

IN WATER - Vessels to be displayed:

Company: _____ Contact: _____ Email: _____

	POWER/SAIL	MANUFACTURER	MODEL & YEAR	LENGTH OVERALL* (IN FEET)	BEAM
1					
2					
3					
4					
5					
6					
7					
8					

Special Requirements:

***LOA includes:** swim steps, bowsprits, bow pulpits or any other overhang that is part of the boat. It is CRITICAL to the layout of the show that we have the correct dimension of all boats (length and beam) Please submit additional work sheets if necessary.

Although we will try to accommodate requests for preferred sites, final allocation is at the discretion of Show Management. PLEASE MAKE A COPY FOR YOUR RECORDS

EXHIBITOR AUTHORIZATION

EXHIBITOR SIGNATURE: _____ DATE: _____

Your list of Boats should be submitted as soon as possible

Email: stthreadkell@shaw.ca



Transport Canada



"PARTNERSHIP IN SAFETY" PORT OF VICTORIA TRAFFIC SCHEME

INTRODUCTION

The Port of Victoria is home to many activities including international ferry services, commercial tugs and barges, fishing boats, harbour ferries and water taxis, while watching operations, seaplanes and numerous power driven and non-power driven recreational craft such as kayaks and sculls. There are also numerous "Special Events" that have an impact on port traffic and general operations.

Aviation and marine traffic in the Port of Victoria has increased over the past few years and your cooperation is needed to ensure effective operations and safety in the port. The following rules, special procedures and restrictions have been developed jointly by port users and regulatory authorities and apply to **all vessels and seaplanes** operating in the Port of Victoria.

Note: For official information on marine aids to navigation, water depths, etc., please refer to **Chart #3112** published by the Canadian Hydrographic Service.

HARBOUR CHARACTERISTICS

- For the purpose of this traffic scheme, the Port of Victoria may be considered in four parts:
 - the **OUTER HARBOUR** extending from the breakwater to Shoal Point,
 - the **"MIDDLE HARBOUR"** extending from Shoal Point to Laurel Point,
 - the **"INNER HARBOUR"** extending from Laurel Point to the Johnson Street Bridge, and
 - the **UPPER HARBOUR** extending north of the Johnson Street Bridge.

Located in the middle of the **MIDDLE HARBOUR** and extending into the **OUTER HARBOUR** are two unmarked **Seaplane Take Off and Landing Areas**, as well as an unmarked Seaplane taxiway area just north of Pelly Island.

Located on the south of the **MIDDLE HARBOUR** and extending into the **OUTER HARBOUR** are two **Inbound/Outbound Traffic Lanes**. The eastern portion of the division between the **Inbound** and **Outbound** traffic lanes is marked with **five lighted yellow cautionary buoys** flashing every 4 seconds.

Located just off the north shore of the **MIDDLE HARBOUR** are four information buoys — white and orange in colour. These buoys mark the eastern most limit of the seaplane take off and landing area and as well serve to separate low-power driven vessel traffic from seaplanes on the water.

The vertical clearance under the Johnson Street Bridge at highwater is 5.9m (19ft) and the width of the channel between pilings is 37m (122ft).

CAUTION

White strobe lights are located at **Shoal Point, Laurel Point, Berens Island** and on **Pelly Island** and are activated by the Flight Service Station to alert mariners of the imminent take off or landing of a seaplane. When these strobe lights are activated, use extreme caution.

THE RULES OF THE ROAD: "COLLISION AVOIDANCE"

A seaplane on the water shall, in general, keep well clear of all vessels and avoid impeding their navigation. In circumstances, however, where risk of collision exists, vessels (including seaplanes) are required to comply with the **REGULATIONS FOR THE PREVENTION OF COLLISIONS (Collision Regulations)**.

Mariners are directed to, and are reminded that Part B — Steering and Sailing Rules of the Collision Regulations describe responsibility has between vessels in all conditions of visibility.

*** Note:** Marine Chart #3112 and the Canada Flight Supplement show the Inner Harbour as consisting of both the Middle and Inner Harbour areas.

Note: All references to vessel includes ships as defined in the Canada Marine Act (CMAA) 2 (1).

May 01, 2007

TP 13410-E

VESSEL OPERATING PROCEDURES

Power Driven Vessels less than 20m (65 ft) in length, including sailboats, shall transit the **OUTER HARBOUR** and the **MIDDLE HARBOUR** via the vessel **Inbound/Outbound Traffic Lanes**, as indicated on the chart.

Power Driven Vessels of 20m (65 ft) in length or greater shall transit the **MIDDLE HARBOUR** via the **Seaplane Take Off and Landing Areas**, or via the **Inbound Traffic Lane** and shall transit these areas without stopping or delay.

Non-power Driven Vessels (including row boats, rowing sculls, kayaks and canoes) are authorized to use the **INNER, MIDDLE, INNER and UPPER HARBOUR** areas. Power driven vessels in the **INNER HARBOUR** shall use the **Inner Harbour Traffic Lane** and shall transit these areas without stopping or delay. The **Inner Harbour Traffic Lane** is located on either the west or east side when transiting to and from the **INNER HARBOUR** with the water side being preferred. While in the **MIDDLE HARBOUR**, or in transit to the **OUTER HARBOUR**, non-power driven vessels shall transit using the **Outbound Traffic Lane** or by operating close to the north shore, north of the four white information buoys west of Coveville Island. While in transit from the **OUTER HARBOUR** to the **UPPER HARBOUR**, non-power driven vessels shall transit using the **Inbound Traffic Lane** or by remaining close to the north shore, north of the four white information buoys. Non-power driven vessels should use "extreme caution" when operating in larger vessel docking areas such as Fishermen's Wharf.

All Vessels entering or exiting the **Inbound/Outbound Traffic Lanes** shall merge gradually into the appropriate traffic lane and shall avoid crossing traffic lanes. However, if the crossing of a traffic lane is unavoidable, vessels shall cross at right angles to the traffic lane. All vessels transiting in the area between Sargents Point and Laurel Point shall use the **Outer Harbour Traffic Lane**. **Outer Harbour Traffic Lane** vessels shall transit these areas without stopping or delay. **Outer Harbour Traffic Lane** vessels shall transit between the north and south shores. Additional caution is also required in the area between Berens Island and Shoal Point where traffic from West Bay, the Middle Harbour and the Outer Harbour all converge near the north/south Seaplane Take Off and Landing Area.

All vessels are reminded there is a **black water discharge prohibition** in effect for waters in the Port of Victoria. Pump out locations are noted on the Chart side of this publication for the convenience of boaters.

Harbour Ferries/Water Taxis: Due to the nature of the service these vessels provide, they are required to "cross" the **INNER HARBOUR** on a continual basis in various locations. Harbour ferries will use the **Inbound/Outbound Traffic Lanes** whenever possible. However, when crossing **Seaplane Take Off and Landing Areas** they are required to yield to seaplanes prior to entering and, having entered the area, to maintain a steady course. **Harbour Ferries/Water Taxis** shall not be required to stop in the area. When transiting a take off and landing area a water taxi must exhibit a flashing yellow light.

Note: Harbour ferries are authorized to transit along the north shoreline in a westerly direction only, remaining north of the four white information buoys while enroute to West Bay.

Seaplanes are to operate in accordance with the **Canada Flight Supplement** and the **Water Aeronautics Supplement** as appropriate.

Three short blasts of a large ferry's whistle (the **Colby**) means it is in a stern position. **Stay well clear.** Never cross in front of a ferry or in its wake. Tugs and barges have limited manoeuvrability. **Stay well clear.**

SEAPLANES: "WHAT BOATERS NEED TO KNOW"

Aviation procedures request that pilots take off southbound in the north/south seaplane take off and landing area. Landings will most likely occur either eastbound or westbound in the east/west seaplane take off and landing area or northbound in the north/south take off and landing area. However, wind, water and aircraft load conditions may be such that aircraft will take off or land in either area, in either direction.

A Seaplane Incident Weather Operating Area in West Bay may be used for take off in some high wind conditions. Because of varying weather conditions, boat operators should not count on pilots always being able to operate completely within the designated seaplane "boaters must remain vigilant at all times, to air safety hazards. The **Lighted Yellow Cautionary Buoys** are located in the **Inner Harbour** and **Pelly Island**, as well as the **Five Yellow Cautionary Buoys** in the **Middle Harbour**. All seaplanes on or in landing. Also, seaplanes so equipped will normally activate an board landing/parking lights prior to take off.

Seaplanes may have to leave the **Seaplane Take Off and Landing Areas** to make way for other seaplanes and may use the **Inbound/Outbound Traffic Lanes** until being able to return to the **Seaplane Take Off and Landing Areas**. In addition, a **Seaplane Taxiway** has been established **North of Pelly Island** for the use of **taxiway seaplanes during certain tide conditions**.

A Seaplane Holding Area is located southeast of Laurel Point and has been designated for seaplanes to hold for short periods of time while waiting for a berth at one of the seaplane docks, or for a clear outbound taxi route. Seaplanes operate in Victoria Harbour from 7 a.m. local time until 30 minutes past sunset.

CONTACTS

Canadian Coast Guard: In the case of a "Marine Emergency" contact the Canadian Coast Guard radio on VHF channel 16, or *16 on a cellular telephone, or the Joint Rescue Co-ordination Centre at (250) 363-2332 or *311 on a cellular telephone.

Harbour Master: For general port information or to report marine incidents such as navigational hazards or pollution, contact the Harbour Master on VHF channel 16A or (250) 363-3578.

For public berthing call on VHF #6A.

Canada Customs: The Canada Customs clearance float is located on the east side of the **INNER HARBOUR** as shown on the chart. Telephone 1 888-226-7277.

Flight Service Station: The Flight Service Station is owned and operated by NAV CANADA, telephone (953) 953-1510.

Johnson Street Tilt Bridge: at the NE extremity of the **INNER HARBOUR**, is operated by the City of Victoria. Radio communications with the bridge operator can be made on VHF channel 12. Hours of operation are Monday through Friday, 8 a.m. to midnight and weekends and statutory holidays, 8 a.m. to 4 p.m. Also your vehicular traffic requires daily bridge closures from 7 a.m. to 9 a.m. and 4 p.m. to 6 p.m. Monday to Friday. The other radio hours telephone number is (250) 383-5171.

RULES AND RESTRICTIONS

Speed Limit: All ships transiting in waters of the Port of Victoria north of a straight line between the westerly end of the Opden Point breakwater and Masanuy Point to a straight line drawn between Shoal Point and Berens Island shall proceed at a safe speed, at all times and shall not exceed 7 knots. All ships transiting in waters of the Port of Victoria north and east of a straight line drawn between Shoal Point and Berens Island and south of the Salbrink Trestle Bridge shall proceed at a safe speed at all times and shall not exceed 5 knots.

Minimize Wake: All vessels are required to minimize their wake in order to prevent damage to shore facilities and other vessels.

No Sailings: Sails shall not be used in the **MIDDLE, INNER** and **UPPER HARBOUR** and all sails shall be lowered when under power.

Professional and Amateur Training: Due to the volume of activity, towers, canoes, scullers and kayakers shall not conduct any professional or amateur training after 7 a.m. in the **INNER HARBOUR**, or the **MIDDLE HARBOUR**.

Anchoring: No ship shall anchor in the Port of Victoria unless authorized by the Port Official.

A Blackwater Discharge Prohibition is in effect for all Port of Victoria waters north of Opden Point as far as the Salbrink Trestle Bridge.

Vessel Operating Procedures, as indicated in this Traffic Scheme, are to be followed.

Seaplane Restrictions:

- 1) prior permission is required from the Harbour Airport Manager before using the Port of Victoria
- 2) no step landing is permitted, and taxi speed is 5 knots maximum north and east of a straight line drawn between Shoal Point and Berens Island
- 3) Seaplanes shall maintain a distance of at least 50m from surface vessels during take off or landing
- 4) no take offs or landings are allowed prior to 0700 unless authorized by the Harbour Airport Manager
- 5) the Pelly Island Taxiway Area is not authorized for use when the white horizontal tide markers are visible (located on the concrete bases of Pelly Island and Tom Hook marine lights)
- 6) westbound take off and landings shall not commence until west of a line joining the north and south ends of the concrete bases of Pelly Island and Tom Hook marine lights
- 7) Eastbound landings shall be completed and seaplanes shall be at or below 5 knots before crossing east of a line joining the north and south markers as indicated on the chart
- 8) Pilots are to ensure a minimum water depth of 1.8m is available prior to using the incident weather operating area (see chart)
- 9) No No-Ums or aircraft towing.

Note: Persons failing to comply with these rules and restrictions may be subject to summary conviction and/or fines. The Port of Victoria Traffic Scheme is not a "traffic separation scheme" as defined in Rule 10 of the Collision Regulations. Authority is derived from the Canada Marine Act, Paragraphs and Procedures for Public Ports.

Version française disponible au bureau de l'inspecteur de port, 12 rue Erie ou en communication avec la bibliothèque de Transport Canada au (604) 699-6868 # TP 13410-F



Transport Canada



May 01, 2007

TP 13410-E

CAUSEWAY / SHIP POINT



VICTORIA
INNER HARBOUR
BOAT SHOW
April 30 - May 03, 2015

HARBOUR AIR

Reservations Contact Center:

604.274.1277 (Lower Mainland)
250.384.2215 (Victoria)
250.714.0900 (Nanaimo)
250.537.5525 (Ganges, Saltspring Island)
1.800.665.0212 Toll Free in North America

Reservations Contact Center Hours of Operation (Pacific Standard Time):

Monday to Friday: 6AM to 9PM
Saturday and Sunday: 7AM to 8PM

Terminal Locations

For locations, maps, and directions to our terminals visit [Locations](#).

Corporate Head Office

Harbour Air Ltd.
4760 Inglis Drive
Richmond, BC
V7B 1W4

Please note

Check-in is no later than 25 minutes prior to departure time.

Luggage allowance is 25 lbs.

Luggage allowance is 50 lbs from Victoria and Nanaimo to Richmond(YVR)

Fares are listed in Canadian funds and are subject to GST.

604.274.1277 in Vancouver

1.800.665.0212 Toll Free

