FY 2017 Application Cover Pages

For San Diego
Tourism Marketing District Funds

APPLICANT ORGANIZATION NAME:
Thunderboats Unlimited Inc./San Diego Bayfair

Mailing Address: 1342 Main St., Suite B, Ramona, CA 92065

Telephone: 760-789 8870       FAX:       

Website: www.sandiegobayfair.org

Primary Contact Information:
Name: Gregg Mansfield       Title: Board of Governor
Telephone: 805-276-5135       FAX:       

Email: greggmansfield@dtlcommunications.com

Website (if different from above):

BRIEF DESCRIPTION OF YOUR ORGANIZATION OR COMPANY:
San Diego Bayfair is nonprofit, all-volunteer organization that was founded in 1964 to promote San Diego as a world-class tourism destination. One of our organization’s primary goals is to raise awareness of Mission Bay Park was purpose-built for Unlimited hydroplane racing. Each September our Board of Governors and 700-plus volunteers organize, stage and promote the three-day festival. We bring in race teams from throughout the country and fans across the globe to watch the fastest boats in the world.
YOUR ORGANIZATION MISSION STATEMENT OR STATEMENT OF PURPOSE:
- To create and produce in Mission Bay Park an annual festival for the San Diego region with national and international appeal, as outlined in San Diego’s City Municipal Code.
- To provide for Mission Bay Park development improvements through the creation of a charitable benefit, The Mission Bay Endowment Fund.
- To include and support local, regional and national charitable causes, which share the values of the community and giving.

YOUR ORGANIZATION’S PROGRAMS AND SERVICES:
Briefly describe your core programs and services and describe any plans for change, growth, or reduction in the proposed year. Please limit your response to one page.

The main headliner for San Diego Bayfair is the H1 Unlimited tour, which draw large crowds to San Diego’s Mission Bay each September. The 200-mph hydroplanes have a worldwide fan base with the race teams based in Washington, Indiana and Michigan. To support the on-water entertainment, Bayfair includes Grand Prix West piston-powered hydroplanes and multiple smaller boat classes.

On land, Bayfair has rotated through a variety of event draws including freestyle motocross, a small craft beer festival, car show and a small craft brew festival. We provide unique programming to each of the islands (East Vacation Island, Crown Point and Fiesta Island) where the event is staged.

For the 2016 edition of San Diego Bayfair, the Board of Governors are planning several changes. We are eliminating the live music entertainment stage as surveys showed that music did not rank highly with our attendees. Plus a major music festival launched in Del Mar the same weekend as Bayfair that solidified the decision.

To drive greater attendance and more hotel room nights for 2016, the board is focusing on two primary areas:

Boat Racing Tours—Crown Point Island has been underutilized for boat racing so the board is looking to add a jet-boat tour (from Australia) and an offshore boat racing organization. With the potential number of participants, we expect to increase room nights by at least 300.

Mud Run-Obstacle Course—We are working with a promoter to stage a mud run-obstacle course for Fiesta Island. These “urbanthons” are popular with fitness-loving millennials and participants will travel from throughout Southern California. The promoter is planning to provide packages that would include tickets to Sea World or the San Diego Zoo to encourage overnight stays. We estimate the event would produce at least 450 room nights.
IS YOUR ORGANIZATION A NON-PROFIT ORGANIZATION?  Yes/ No

If Yes:

1) Board of Directors Disclosure: On a separate sheet, describe the roles and responsibilities of your Board of Directors and attach a roster of your current Board and Officers to the SDTMD Application.

2) Mandatory Disclosure of Business Interests: On a separate sheet, disclose the information following these guidelines: Pursuant to section 225 of The City Charter of the City of San Diego, California ("Charter"), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor's failure to fully disclose all of the information required by Charter section 225, or Contractor's failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.

IS YOUR ORGANIZATION A FOR-PROFIT ORGANIZATION?  Yes/ No

If Yes: Mandatory Disclosure of Business Interests: On a separate sheet, disclose the information following these guidelines: Pursuant to section 225 of The City Charter of the City of San Diego, California ("Charter"), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor's failure to fully disclose all of the information required by Charter section 225, or Contractor's failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.
Closing Date of Applicant’s Most Recently Completed Fiscal Year: 12/31/2014

CPA REVIEW/AUDIT (Please answer the following questions)

Does your organization receive a financial audit? [ ] Yes [ ] No
If not, were unaudited financial statements prepared? [ ] Yes [ ] No
Was a copy of the audit report/financial statements submitted to the City? [ ] Yes [ ] No
What period is covered by your most recent audit report/financial statements: 2014

Does your Board of Directors receive and discuss the management letter from the audit report? [ ] Yes [ ] No

*NOTE: Contractors receiving $75,000 or more in federal, state, City and/or SDTMD funds shall have Financial Statement Audits prepared in accordance with GAAP and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit report shall include the following statements:

a) A statement of expenditure of SDTMD funds by program, to be identified in the same expenditure classifications as contained in the final budget and compared with the budgeted amounts;
b) A statement of revenues and expenditures, and a balance sheet of all funds received by Corporation; and
c) A statement certifying compliance with all terms and conditions of the SDTMD’s contract with Contractor, and that all required reports and disclosures have been submitted, completed by an executive officer of Corporation.
Contractor shall provide the SDTMD a copy of the Financial Statement Audit within 150 calendar days of the end of Contractor’s last complete fiscal year.

Will your organization receive any other public funding in FY 2017? [ ] Yes [ ] No
If “Yes”, list funding source(s), amount of funding, and dedicated use of funds:

________________________________________________________

Is your organization applying for any other public funding in FY 2017? [ ] Yes [ ] No
If “Yes”, list funding source(s), amount of funding requests, and proposed use of funds:
San Diego City Council Member Lorie Zapf, $5,000, San Diego Police for traffic control
County of San Diego Community Enhancement, $5,000, event organization

What is your total operating budget in FY 2017? $409,000
Itemize All Projected Sources of Revenue (Private + Public):

Private: $309,000
Public: $100,000

SDTMD CONTRACT COMPLIANCE (Returning Applicants only)

For the most recent fiscal year - has your organization filed quarterly reports? □ Yes □ No:
What period is covered by your most recently submitted report: July-September 2015

REQUIRED ATTACHMENTS (Please check off prior to submittal)

The Completed Application must contain the following required documents in this order:

☐ Signed Application Cover Page
☐ EXHIBIT A: Proposed Scope of Work Narrative
☐ EXHIBIT B: Budget for Proposed Scope of Work by Category
☐ EXHIBIT B1: FY 2017 Budget Narrative By Category
☐ EXHIBIT E: Targeted Return on Investment In Hotel Room Night Revenue Worksheet
☐ EXHIBIT F: Personnel Schedule: Required for all positions being claimed against San Diego Tourism Marketing District Funds.
☐ Board of Directors List (if applicable): List of Board of Directors including business names and addresses.
☐ Disclosure of Business Interests (if applicable):
☐ Applicant Questionnaire
☐ Audit Compliance Acknowledgement
☐ Accounting Compliance Acknowledgement
☐ Certificate of Good Standing: Online printout from Secretary of State and Franchise Tax Board www.ss.ca.gov/business. All required filings must be current and the status of the business / corporation must have a current “Active” status.

Authorized Signatory / Title: Gregg Mansfield / Board of Governor

Signature: ___________________________ Date: 12-3-15
EXHIBIT A: Proposed Scope of Work Narrative

Proposed Sales, Marketing: San Diego Bayfair’s advertising and marketing efforts are focused on states and regions that are proven to deliver guests to TMD hotel properties during the event on September 16-18, 2016.

The racing tours for H1 Unlimited, Grand Prix West and RPM Racing Enterprises generate significant room nights through its participants and fans. The majority of the competitors are from out of state and are based in Arizona, Washington, Michigan and Indiana. The teams and support staff stay on average four nights for the three-day event.

Bayfair has a regional and national approach when it comes to marketing the action-sports festival. We target the out-of-area markets of Phoenix, Lake Havasu City, Ariz., Seattle and Tri-Cities, Wash., as well as Riverside and Orange Counties. To reach those consumers in 2015, we did a $6,000 advertising push through Facebook and Twitter. These purchases allowed us to highly target boat-racing fans as well as outdoor enthusiasts to attend our event. For the event in 2016, we are seeking nonprofit grants from Facebook and Google to increase our reach.

Bayfair’s ticket provider, Admit One, produced two newsletters that focused on California, Arizona, Washington, and Nevada. These newsletters were emailed in May and July to 18,000 subscribers allowing fans ample time to plan a trip.

On the local front, Bayfair continued its partnership with JACK FM’s DSC Show and 760 KFMB. Both stations are big supporters of the military and that is an important cause for our Board of Directors. We also do an extensive media outreach prior to the event that includes both local and out-of-state publications.

Our organization also maintains social media channels of Facebook, Twitter and Instagram to communicate with our audience. The racing bodies at San Diego Bayfair do their part to help promote the event. H1 Unlimited, which has 28,200 followers on Facebook, started promoting the San Diego race as early as June. The competitors, which maintain their own social media accounts, also did their part on behalf of Bayfair.

We estimate that with the program additions for 2016, that Bayfair will generate 700 to 750 additional room nights on top of our baseline from 2015.

Promoting TMD Properties: The racing bodies are instructed to stay at TMD lodging properties via a letter sent by our Board president. To ensure they stay within the district, we will do the following:

--Participating racing organizations are sent a letter and a PDF provided by the TMD of the hotels. These groups were also supplied a link to the current list of TMD properties.

Thunderboats Unlimited/San Diego Bayfair, December 2015
--A PDF of the TMD lodging properties is placed each month on SanDiegoBayfair.org. Additionally, copy under the hotel section directs visitors to stay at TMD-participating hotels.

--Any sponsorship agreement with a hotel must be a TMD lodging property.

--All press releases and radio ads from San Diego Bayfair contain specific language about the Tourism Marketing District and the support from its member hotels and motels.

**Collaboration with TMD-funded organizations:** We are always open to working with other TMD-funded organizations. Our goal is to make sure that the TMD receives a strong ROI on any funding it provides the Bayfair organization.

To that end, Bayfair receives two 30-second commercials daily as part of the ESPN3 live streaming broadcast of the event and those spots were used to promote the Tourism Marketing District. Although the ads do not drive hotel visitors over the weekend of our event, the marketing helps promote San Diego as a tourism destination.

2) **Applicant Qualifications**

San Diego Bayfair’s Board of Governors collectively has nearly 200 years of experience staging events and festivals. Several of the board members have been part of the event for nearly two decades. It’s this significant experience and relationships that gives us a distinct advantage at organizing and executing Bayfair.

The nonprofit organization and board was formed in 1964 by famed Unlimited hydroplane driver Bill Muncey to bring powerboat racing and a nationally renowned event to San Diego. San Diego Bayfair was included in the San Diego City Municipal Code to allow for up to 10 days of unmuffled powerboat racing in Mission Bay annually.

The Board and volunteer staff work together throughout to manage and put on Bayfair, one of the largest family and sports festival in the region. It’s a partnership with the San Diego Park & Recreation, Police and Fire departments, U.S. Coast Guard and Lifeguards to ensure the event runs smoothly and safely.

3) **Budget Assumptions for use of Tourism Marketing District Funds:**

Referencing the Budget of Proposed Scope of Work (Attachment “A”), provide a supporting narrative of your proposed budgeted allocation of TMD funds requested.

Funding received from the Tourism Marketing District will go into one category.

*Bid fees/team payouts: $95,000*

Thunderboats Unlimited/San Diego Bayfair, December 2015
The funding will be used to cover a substantial portion of the appearance fee charged by H1 Unlimited to appear in San Diego. The tour is the top generator of hotel room nights from race teams and fans who travel to see the H1 Unlimited hydroplanes.

4) Targeted Return on Investment (ROI) in TMD Hotel Room Nights:

Who—Based on past experience, Paradise Point Resort, the Bahia Hotel, Dana Inn, Hyatt and Hilton Hotel in the Mission Bay area are near capacity or either sold out that weekend. Hotels near the Sports Arena and Mission Valley see an increase in occupancy.

When—Bayfair takes place September 16-18, 2016, a time when tourism season is starting to wind down and children have returned to school. Because the event attracts more than 90,000 visitors, area hotels, restaurants and businesses view it as an extra summer weekend.

Where—Regions that will see the greatest benefit from San Diego Bayfair is the Mission Bay area, Hotel Circle and the Sports Arena. Some teams stay in the La Jolla area at TMD properties.

How—Bayfair uses VisionQuest research for our demographic information. Mark Testa is the principal of the firm who led the room night and demographic study. His work is well known to the Tourism Marketing District. Mr. Testa can be reached at 858-349-5229.

5) Progress / Success Measurement and Timing

As noted in the prior question, we have used VisionQuest to do a room night and demographic study. The study should be completed in December 2015 and a copy will be filed with the TMD within the second quarter.

Bayfair is going to again use the ticket service Admit One for online ticket purchases this year. Attendees will be asked if they are going to stay at a hotel and can be directed to a website to book their hotel room in the TMD lodging area. Because consumers provide their addresses for ticket purchases, this allows us to better target our marketing dollars to specific regions.
### Organization Name
Thunderboats Unlimited/San Diego Bayfair

### Total TMD Funds

#### Category:

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<thead>
<tr>
<th>Category</th>
<th>A 1.1</th>
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<td>Hotel Meeting Sales</td>
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<td>Tourism Development - Travel &amp; Trade</td>
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<td>Group Meeting Direct Marketing</td>
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<td>Consumer Direct Sales &amp; Marketing Programs</td>
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#### Direct Expenses

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<td>Outside Contractors</td>
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<td>Personnel Benefits</td>
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<td>Special Event Production</td>
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<td>Trade Show Expenses</td>
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<td><strong>Total Direct Expenses</strong></td>
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#### Overhead Cost

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<tbody>
<tr>
<td><strong>Total TMD Expenses</strong></td>
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12/3/2015
## BENEFIT CATEGORY A3
**FY SDTMD Contract Budget**
**Draft Exhibit B**

### Organization Name

**Indirect Cost Allocation Worksheet**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Total Budget</th>
<th>Less: Inequitable adjustments</th>
<th>Modified Total Direct Cost Base</th>
<th>Overhead Rate %</th>
<th>Allocated G&amp;A Dollar</th>
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<tbody>
<tr>
<td>TMD Direct Expenses (exhibit B - page 2)</td>
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<td>A1.2</td>
<td>95,000.00</td>
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<td>0%</td>
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<td>TMD Direct</td>
<td>95,000.00</td>
<td>(95,000.00)</td>
<td></td>
<td>0%</td>
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<tr>
<td>Non-TMD direct program expenses</td>
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<tr>
<td>Total Direct Cost Budget</td>
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| Allowable Overhead Costs (exhibit B - page 2, column C) |              |                               |                                |                |                     |
| Unallowable Overhead Costs (exhibit B - page 2, column B) |              |                               |                                |                |                     |
| Total Organizational budget |              |                               |                                |                | $ 35,000.00        |

**Overhead rate:** percentage of individual budget category line to total direct cost budget.

**Allocated G&A:** Individual budget category indirect rate multiplied by total allowable indirect costs.
EXHIBIT B1
BUDGET NARRATIVE BY CATEGORY
FY 2017

Date: December 4, 2015

ORGANIZATION NAME: San Diego Bayfair
TMD Funds: CATEGORY A: $95,000
TMD Funds: CATEGORY B: $ DMO
TOTAL TMD FUNDS A + B: $95,000

ORGANIZATION'S TOTAL ANNUAL BUDGET (TMD + PRIVATE SOURCE): $409,000

CATEGORY A
BUDGET NARRATIVE BY SUB-CATEGORY:

A1.1 Hotel Meeting Sales: TMD FUNDS: $
NARRATIVE (of budget line items):

A1.2 Event Mgmt. / Group Sales Development: TMD FUNDS: $95,000
NARRATIVE (of budget line items):
The funding will be paid directly to H1 Unlimited for its appearance at San Diego Bayfair, September 16-18, 2016.

A1.3 Tourism Development/Travel Trade: TMD FUNDS: $
NARRATIVE (of budget line items):
A1.4 Group Meeting Direct Marketing:  
NARRATIVE (of budget line items):

TMD FUNDS:  $____________

A1.5 Consumer Direct Sales & Marketing:
NARRATIVE (of budget line items):

TMD FUNDS:  $____________

CATEGORY B (For DMO)  
BUDGET NARRATIVE:

B: General TV / Radio Broadcast & Outdoor Media:  TMD FUNDS*:  $____________

*EXPENSE BREAKDOWN:
• ADVERTISING FUNDS:  $__________
• ADVERTISING AGENCY FEES:  $__________
• PERSONNEL SALARY & WAGES $__________
• OTHER:  $__________

NARRATIVE (of budget line items):
EXHIBIT E  
ROI FOR SDTMD FUNDS  
FY 2017  

ORGANIZATION / PROGRAM NAME:  San Diego Bayfair/Thunderboats Unlimited  

TMD BENEFIT CATEGORIES:  
- MAIN CATEGORY (List one):  A3 – GENERAL COMPETITIVE TARGETING  
- PROGRAM CATEGORIES (Mark all that apply):  A1.1  A1.2  A1.3  A1.4  A1.5  Other  

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<tr>
<th>FY 2017 TARGETED ROI WORKSHEET</th>
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<tbody>
<tr>
<td>TMD FUNDS REQUESTED</td>
<td>A</td>
<td>$95,000</td>
</tr>
<tr>
<td>DATES OF EVENT OR PROMOTION:</td>
<td></td>
<td>September 16-18, 2016</td>
</tr>
<tr>
<td>NUMBER OF YEARS THE EVENT / PROGRAM HAS BEEN IN OPERATION:</td>
<td>51 years</td>
<td></td>
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<tr>
<td>PROJECTED AVERAGE DAILY RATE (ADR) for EVENT OR PROMO DATES*</td>
<td>B</td>
<td>$175.84</td>
</tr>
</tbody>
</table>

* USE SAN DIEGO CITY ADR in TMD Hotel Room Night Revenue from SDTA / Smith Travel / Tourism Economics  

<table>
<thead>
<tr>
<th>HISTORIC Number of TMD Room Nights Generated by Program / Event / Promotion</th>
<th>C</th>
<th>15,911</th>
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<tbody>
<tr>
<td>Total Estimated HISTORIC TMD Room Night Revenue @ above ADR (BxC = D)</td>
<td>D</td>
<td>$2,797,790</td>
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</table>

Projected Number of NEW TMD ROOM NIGHTS generated due to proposed use of TMD funds (Explain in your "Scope of Work Narrative").  

<table>
<thead>
<tr>
<th>E</th>
<th>750</th>
</tr>
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<tbody>
<tr>
<td>Total Estimated NEW TMD ROOM NIGHT REVENUE generated @ above ADR (BxE = F)</td>
<td>F</td>
</tr>
</tbody>
</table>

RETURN ON INVESTMENT in NEW TMD ROOM NIGHT REVENUE:  
Total NEW TMD Room Night Revenue Generated: TMD Funds Requested.  

| (F/A : 1) | 1.38 : 1 |

<table>
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<tr>
<th>G</th>
<th>16,661</th>
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<tbody>
<tr>
<td>TOTAL ESTIMATED SAN DIEGO CITY TMD ROOM NIGHTS (combined) (C+E = G)</td>
<td></td>
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</table>

TOTAL ESTIMATED SD CITY TMD ROOM NIGHT REVENUE (combined) (BxG = H)  

TOTAL IMPACT RETURN ON INVESTMENT:  
Total TMD Room Night Revenue Generated : TMD Funds Requested  

| (H/A : 1) | 30.83 : 1 |

<table>
<thead>
<tr>
<th>MEDIA IMPRESSIONS &amp; BROADCAST EXPOSURE (If Applicable):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional, National &amp; International Broadcast Media (attach separate page if necessary)</td>
<td>NA</td>
</tr>
<tr>
<td>Web / Social / Digital Media (attach separate page if necessary)</td>
<td></td>
</tr>
<tr>
<td>Geographical Area / Sub Region of Event if applicable</td>
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Thunderboats/San Diego Bayfair-December 2015
San Diego Board of Governors Duties and Responsibilities

The San Diego Bayfair Board of Governors meets monthly in person and via telephone to prepare for the races and festival. Each board member is assigned specific tasks—based on their skillset—to help stage the event.

The following are a basic description of each volunteer board member’s job duties:

**Jeff Thomas**—Chairman of the Board. Oversees overall operations, event logistics, financial duties/budgets, works with the volunteers and meets with community groups.

**Bob Davies**—Race chairman/CFO. Oversees overall operations, develops staging and logistics of the event, and oversees financial operations. Davies, along with Bob Davies, are the point of contact with the city of San Diego and the U.S. Coast Guard.

**Dennis Dean**—EVI staging. Leads the crucial island of Ski Beach. Duties include overseeing volunteers and ensuring the safety of the fans and race participants.

**Jim Kidrick**—Marketing. Works to attract new sponsors to the event, negotiates contracts with race organizations and handles community outreach. He was the direct contact with the Air National Guard Hydroplane Series

**Gregg Mansfield**—Media and Marketing. Handled social media for the organization and worked with print and TV journalists who cover San Diego Bayfair.

**Kirstie Reynolds**—Environmental and permitting issues related to the staging of the event.

**Mike Kobliska**—All aspects of medical and safety during the race week including on- and off-water activities for Bayfair
Disclosure of Business Interest for San Diego Bayfair Board of Directors

Jeff Thomas, United Rentals, 12206 Industry Road, Lakeside, CA 92040

Bob Davies, Davies Electric Co., 9085 Kenamar Drive, San Diego, CA 92121

Dennis Dean, Deanco Industrial Tires, 755 Vernon Way, El Cajon, CA 92020

James Kidrick, San Diego Air & Space Museum, 2001 Pan America Plaza, San Diego, CA 92101

Gregg Mansfield, DTL Communications, 121 S. Emma Ave., Ventura, CA 93003

Mike Kobliska, U.S. Forest Service, 10845 Rancho Bernardo Road, Suite 200, San Diego, CA 92127

Kirstie Reynolds, San Diego Gas and Electric, 4565 Braverman, Santee, 92071
FY 2017 SDTMD Applicant Questionnaire:

Applying Organization: San Diego Bayfair

- How long has your Organization been in business?
  51 years

- How long has your proposed Program/Event/Promotion been in existence?
  51 years

- What is your proposed Program's/Event's/Promotion's total operating budget?
  $409,000

- What are your Organization's FY 2017 projected revenue sources and amounts?
  Ticket sales/parking/RV space sales, $204,000; TMD Funding, $95,000; Sponsorships, $78,000; Hospitality, $20,000; Vendor sales, $12,000.

- Does your Organization make charitable donations? If 'yes', list which charities and how much annually?
  In the past, Bayfair has donated to the Mission Bay Endowment fund (which Bayfair created), Wounded Warrior Fund and various youth groups. Bayfair has not determined its final giving for 2015 as all expenses have not been paid. Typically our organization’s giving is in-kind services.

- Is your Organization a Profit or Not-for-Profit organization?
  Nonprofit 501(c)3

- How much will your organization have in reserve funds in FY 2017?
  $12,000

- If your Organization is a former contractor of the City of San Diego, have you submitted acceptable final report packages on any completed contracts, and is your Organization in good standing with the City of San Diego?

- Have you read the "Funding Eligibility", "Funding Limitations" and "Additional Requirements" on pages 17-19 of the FY 2017 Guidelines & Application?
  Yes
<table>
<thead>
<tr>
<th>Name</th>
<th>Title / Organization</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg Mansfield</td>
<td>Board of Governors</td>
<td>12-3-15</td>
</tr>
</tbody>
</table>

Thunderboats Unlimited/San Diego Bayfair-December 2015
General:

☐ Monthly submission of reconciliation reports and/or reimbursement packets is required.
☐ SDTMD has 30 business days from receipt of a complete and correct packet to review and reimburse.
☐ Expenses incurred older than 60 days prior to the submission will not be eligible for reimbursement without prior approval and extenuating circumstance.
☐ Reimbursement checks will be mailed to the Contractor.
☐ Copies of "Requests for reimbursement" shall be retained by contractor for no less than five years.
☐ Contractors are to remit reimbursement packets and budgets using SDTMD's templates and chart of accounts.
☐ Additional written explanation is required on any submitted item in which the invoice is not self explanatory.
☐ Any calculation shown on an invoice, reducing the amount requested, needs to include an explanation of methodology or rationale for determining costs.
☐ Unclear, unexplained, or unsubstantiated reimbursement report items will be removed from the submission packet. In some cases, these items will be allowed to be resubmitted with explanation if it falls within the time limitations established in the contract.
☐ Illegible receipts will not be considered for reimbursement.
☐ Do not use staples or special binding for your submission packet. A large paperclip or binder clip will suffice.
☐ Submit your packet single sided only. Double sided packets will be returned.
☐ Include all pages of a multipage invoice and bank statements. (Online bank activity will also be accepted.) Please reference each item.
☐ Verify totals and watch out for rounding errors.
☐ Contractors must pay for each expense (and clear the bank) before requesting reimbursement. Contact vendors with outstanding checks if checks have not cleared. It is your responsibility to keep track of this.
☐ No double dipping. If reimbursed by another entity, the expense becomes ineligible.
☐ Only out of market advertising is eligible for reimbursement.

Travel:

☐ TMD assessment funds can only reimburse toward the equivalent of coach airfare when use of public air carrier transport is required in order to perform the Contractor's obligations under this agreement.
☐ GSA for incidentals is at 75% of the rate for the first and last day of travel.
☐ Taxi, parking, vehicle rental will be considered as incidental costs and included in the per diem rates. Exception: Vehicle rental that is paid in lieu of airfare or when the vehicle is driving between meetings with clients/potential clients.
☐ Please include a copy of the pertinent GSA rates for each area being visited as back-up.
☐ Conferences require proof of registration and receipt.
☐ Sales missions require itinerary, location, clients visited, agenda and calendar.
☐ Mileage reimbursement requests require a mileage log and purpose of trip.

Signature: [Signature]
Date: 12-3-15

Thunderboats Unlimited/San Diego Bayfair-December 2015
<table>
<thead>
<tr>
<th>Entity Name:</th>
<th>Entity Number:</th>
<th>Date Filed:</th>
<th>Jurisdiction:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE THUNDERBOATS UNLIMITED CLUB, INC.</td>
<td>C0983740</td>
<td>05/21/1980</td>
<td>CALIFORNIA</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Agent City, State, Zip:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHULA VISTA, CA 91910</td>
<td>571 THIRD AVENUE</td>
<td>MEO ARGANA</td>
<td>1342 MAIN STREET, SUITE</td>
<td>92065</td>
</tr>
</tbody>
</table>