



PENOBSCOT COUNTY CONSERVATION ASSOCIATION
P. O. BOX 605, BREWER, MAINE 04412-0605
WEB ADDRESS – www.conservationassociation.org
EMAIL - pccasportshow@gmail.com



Brewer, Maine
June 2017

Dear Sportsmen's Show Vendors & Friends,

There will be a few changes for the 2018 show so **PLEASE read all documents carefully and thoroughly!**

NOTE the dates/hours of the show – it is one week later in March than in past years. Show times have changed! The doors will open to the public one hour earlier on Friday night (at 4PM), there will be no Friday night buffet, but, you WILL receive a complimentary Food Booth Tickets in lieu of the usual buffet tickets (and may buy extras), and hours for Sunday will be expanded by one hour with the show closing time being 4PM. Also we do not have to deal with Day Light Saving time falling on our show weekend.

Deadline for our **early registration discount** is **October 1st**. To qualify for the discount, your 2018 contract and deposit must be in our hands by October 1, 2017. Please take this opportunity to review and fill in the contract. Send it with your deposit today.

Space reservations are on a first come, first served basis with preference given to our 2017 exhibitors. After October 1st, if you were a 2017 exhibitor and your reservation has not been received, new exhibitors, whose reservations have been received, will be considered for spaces not yet reserved or committed.

If you are a new exhibitor, we encourage you to mail your contract and deposit **today** to ensure consideration as space may become available. If spaces do not open up for new exhibitors, your deposit will be returned. Please read the contact carefully regarding our refund policy for a cancellation of booth space.

If you have any questions or concerns, please feel free to contact us **through the show email** which is pccasportshow@gmail.com Contracts and registration materials are available on our website. If you cannot download the contract, please feel free to contact us via the show email address to request the forms be mailed to you.

We look forward to your advance registration, commitment to assist us, contribution to our mission, support and your participation in our 2018 show.

Sincerely,

Woody Higgins
PCCA Show Chairs

Nancy Hatch

Lois-Ann Holmes

Assisted by Mark Byers

PENOBSCOT COUNTY CONSERVATION ASSOCIATION, INC.

2018 FLOOR SPACE CONTRACT (Both pages are required) (download and print – for mailing)

PAGE One of Two (pccasportshow@gmail.com - FOR questions only)! ALL CONTRACTS MUST BE

EVENT: 80th ANNUAL EASTERN MAINE SPORTSMAN'S SHOW

RECEIVED VIA US MAIL!

PLACE: UNIVERSITY OF MAINE FIELDHOUSE, ORONO, MAINE

PAYMENT BY CHECK, MONEY ORDER OR CASH ONLY!

DATES: MARCH 16, FRIDAY 4:00 PM – 9:00 PM; MARCH 17, SATURDAY 9:00 AM – 8:00 PM;

MARCH 18, SUNDAY 9:00 AM – 4:00 PM

The Penobscot County Conservation Association (PCCA) will assume the following responsibilities under this contract: Facilities Rental, Police and Fire Protection, Custodial Services, the Overnight Security, as well as all other help necessary to produce the Show. The PCCA shall also control all tickets, door prizes and financing relative to the Show. The PCCA reserves the right to include, exclude, or change any group or exhibit in the best interest of the Show. The PCCA will not be responsible for any interruptions, delays, or cancellations due

to causes beyond our control. Each Exhibitor in the Show will assume the following responsibilities under this contract: Full payment for rental fees prior to the opening of the Show, completed and manned exhibits for the full length of the Show, and compliance with all state laws (fire regulations, etc.). All exhibitors must wear identification supplied by the sponsor while in the building and this allows you door entry to the show. An exhibitor parking area will be designated and must be complied with for the entire show.

The booth rental fee schedule is listed below. Please check or indicate number of booths and enter the amount paid \$_____. A \$100.00 non-refundable (unless show must be cancelled for circumstances beyond the control of PCCA) deposit is required for acceptance of this contract. There will be no refunds of deposits or booth payments to exhibitors who cancel, or don't show, unless their space is filled and paid for by another exhibitor.

CENTER SPACES (10'X 10')

WALL SPACES (20' x 20')

ALL ADVANCE PAYMENTS BY CHECK - OR -MONEY ORDER ONLY

_____ BOOTH SIZE/RATE

_____ BOOTH SIZE/RATE

FINAL PAYMENT MAY BE PAID AT SHOW - CASH, CHECK, MO

10' X 10' @ \$ 400 ea. (\$350 ea. Before Oct. 1st)

20 X 20 @ \$ 750 ea. (\$650 Before Oct. 1st)

Final Payment due will be billed in February 2018!

End Tracks – approximate size 20' x 50' = \$1600.00 (\$1500.00 Before Oct. 1st) # _____/RATE

First preference for location is given to exhibitors from last year in same space until October 1st. If your organization intends to run a non-date ended raffle, it must be drawn by 3:30 pm on Sunday.

PCCA reserves the right and final decision on all booth space assignment. Preference is given to last year's space, however, safety and other reasons for reassignment in the best interest of the show will always come first.

PLEASE PRINT

TODAY'S DATE: _____

EXHIBITOR NAME (as you want it on the program) _____

Contact Name: _____

ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

EMAIL ADDRESS (if you have one) _____ PHONE(_____) _____

The exhibitor will hold the PCCA free from liability for any damages, expense, or other liability arising from any injury to said exhibitor, their agents, or their property occurring in the University Field House or surrounding grounds by reasons of their own occupancy. The exhibitor also recognizes the sponsor as harmless from any and all liability arising out of injury to any person or damage to any property as a result of said exhibitor's use or occupancy of said building or any part thereof, or as a result of the display or operation of any equipment or machinery. *By my signature below I have completed both pages and agree to all terms – all exhibitors MUST have a completed current, 2 page, and contract on file!*

SIGNATURE _____ PRINT NAME _____

PENOBSCOT COUNTY CONSERVATION ASSOCIATION, INC.

2018 FLOOR SPACE CONTRACT (two pages are required) (download and print – for mailing)

PAGE Two of Two

Curtain backdrop will be provided for all 10' x 10', 20' x 20' booths. Larger booths will not have curtains. Initial _____

Electricity is available behind all booths. EXTENSION CORDS WILL NOT BE PROVIDED. We recommend 75'-100' cords ~ **ALL electrical cords MUST BE 3 WIRED GROUNDED CORDS.** Initial _____

Any firearm displayed (for any purpose) must be safe tied. The PCCA reserves the right to inspect all firearms on display to verify compliance. . Initial _____

Selling food - you must provide your own tarp or floor covering for the entire space of your booth. Initial _____

Anything which stands on or is set up on the floor must have covers over the legs or wooden blocks under them so it will not cut into the floor – applies to displays of docks, shelving for merchandise, etc Including all tables, chairs, displays stands, etc. brought in by the exhibitor. Initial _____

Trailers, tractors, or anything with an engine **must provide plywood for under the tires and hitches and a tarp or drip catcher for under engines** Initial _____

Wheels on Tractors, ATVs and other types of wheel may be covered with duct tape or other protective tape to ensure there is no marking on the floor. Initial _____

Absolutely no Armor All or spray polish of any kind applied in the field house Initial _____

All dogs must have a PCCA ID tag **which will be provided to you.** Request for tags (if being mailed) must be made **NO Later than 2/9/18 or may be picked up upon check in before 2P on Friday.** It **MUST** be attached to collar at all times! NO PUPPIES (under 8 weeks, no sales of dogs at show, pick up of puppies or visitation of dogs by the public)! Requested ID tags will be mailed with your show confirmation. **HOW MANY TAGS ARE REQUIRED** _____ Initial _____

Tables and chairs are complimentary - first come, first served – **Retrieve them from the perimeter of the show venue when you set up.** 1 table & 2 chairs per 10x10 space, 2 tables & 4 chairs per 20x20 space – only please. . Initial _____

Each 10' x 10' space will receive **4 complimentary Exhibitor IDs** (one time use bracelets – for the entire weekend - **must be attached on wrist when entering building and remain in tact for weekend**) and **2 complimentary Friday night food tickets** – larger spaces will have appropriately pro-rated tickets (20' x 20; 8/4 tickets) etc. If you do not have need for all the tickets we respectfully ask you to donate them back to the club. Initial _____

Additional Exhibitor IDs and Food tickets may be purchased, prepaid ONLY! Receipt of order and payment no later than a deadline of 2/9/2018! They will be mailed to you in advance - none held for pick up and **you must be responsible to distribute them to your people.** Any ID's not pre-purchased, lost, removed or forgotten will be \$10 at the show! Initial _____

Our ticket booth at the door **will not** accept lists of people coming to work your booth or coming to do presentations. Exhibitor bracelets are needed for all the people working your booth and must be worn. Bracelets are not transferable and once removed are void! The program coordinator will handle bracelets and dog IDs for all presenters. Initial _____

Contract Directions

RETURN YOUR 2 PAGE CONTRACT AND DEPOSIT TO:

PCCA, P.O. Box 605, BREWER, ME 04412 - Emailed contracts will not be considered accepted until the printed contract is received in USPS mail. Questions or Additional Information – Contact: BY EMAIL ONLY PLEASE – pccasportshow@gmail.com

We cannot accept any credit card payments for deposits or booth space. Any questions should be sent to our email address.

To purchase Additional tickets please use the form below to preorder. Preordered bracelets must be prepaid - the form follows - NOTE the deadline!

PENOBSCOT COUNTY CONSERVATION ASSOCIATION, INC.

**2018 – SPORTSMEN’S SHOW – PREPURCHASE EXHIBITOR PASSES / FRIDAY NIGHT FOOD BOOTH TICKETS
ORDER FORM – There are no refunds!**

PREPAID – ONLY! There are no refunds! Order must be received no later than 2/9/2018 @ our PO Box – Mail to PCCA, PO Box 605, Brewer ME 04412 – Include check or Money Order.

Orders will be US mailed to you ahead of the show! *Make sure to include an address where bracelets/tickets may be received by and internally distributed by your group – duplicates will not be available!* You are responsible to get these to your people.

Unless, show is cancelled by PCCA for unexpected reasons, there is no refund on prepaid bracelets IDs or banquet tickets, for failure to show or cancellation of booth after the deadline for ticket purchase!

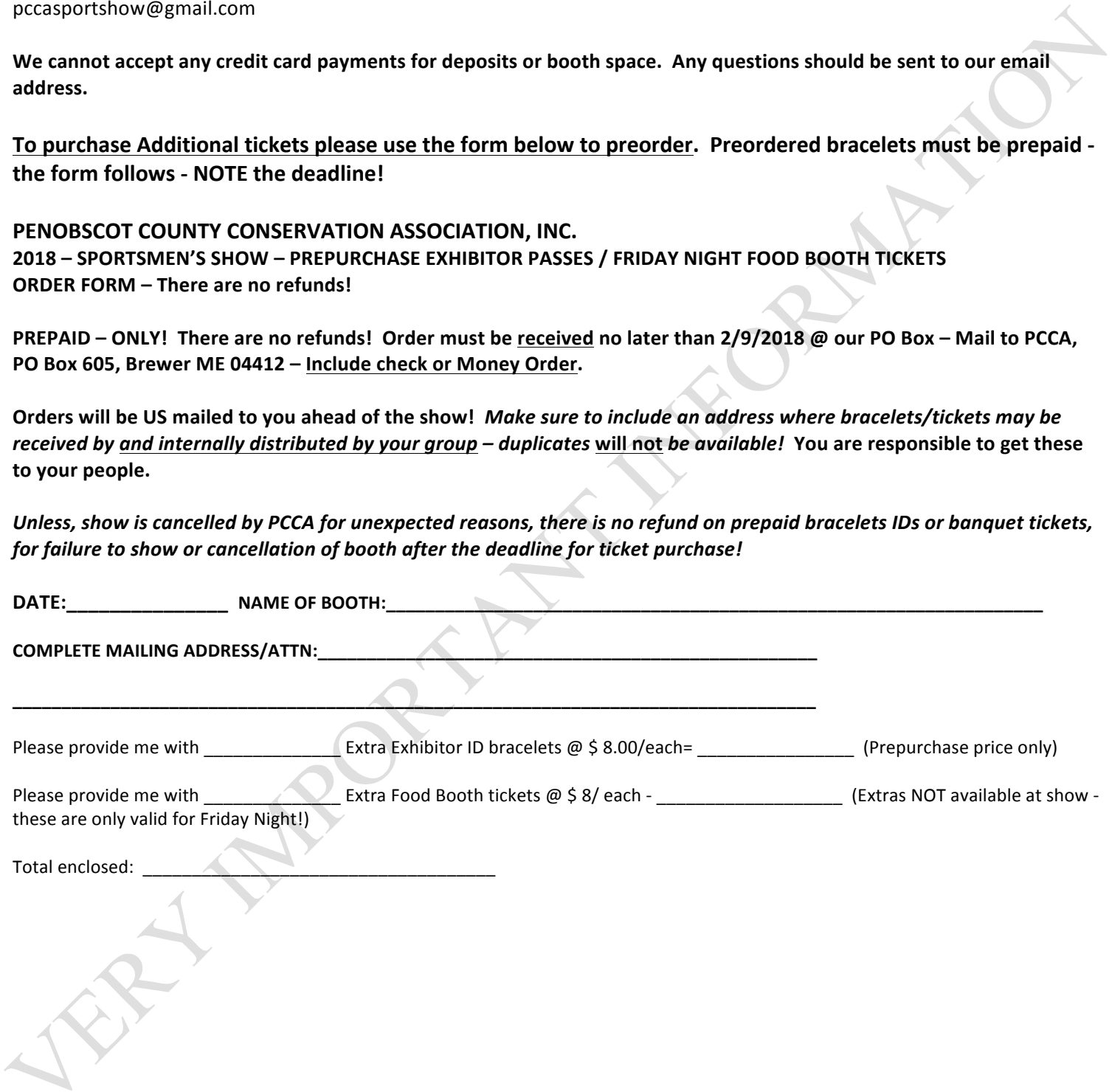
DATE: _____ NAME OF BOOTH: _____

COMPLETE MAILING ADDRESS/ATTN: _____

Please provide me with _____ Extra Exhibitor ID bracelets @ \$ 8.00/each= _____ (Prepurchase price only)

Please provide me with _____ Extra Food Booth tickets @ \$ 8/ each - _____ (Extras NOT available at show - these are only valid for Friday Night!)

Total enclosed: _____



General Information and Overview - Eastern Maine Sportsmen's Show

The purpose of the Eastern Maine Sportsmen's Show is to showcase businesses, organizations and activities which continue traditions of our outdoor heritage. This is a Family Friendly Show! It is the annual major Fund Raising effort for Penobscot County Conservation Association.

Exhibitor Space fees are calculated based upon our rental costs for the venue, operational costs for the weekend, and perks given to exhibitors. Each booth receives Free Electricity, Free table and chairs (1 table and 2 chairs per 10 x 10 space - you pick up from stock pile on check in an set up). We have worked hard to keep the fee as low as possible and offer a discount for early registration. In addition, each space paid for includes a pre-determined number of arm bands and Friday night food booth tickets for your workers. Additional arm bands and food booth tickets MAY BE PURCHASED in advance!

Three years ago, we changed our method of identifying Exhibitors/Vendors from interchangeable ribbons to a disposable bracelet to be put on and worn for the weekend. The effort has met with some success but also some misunderstanding.

To clarify, **please note the following:**

As the Exhibitor/Vendor, **you** are responsible to get these to your volunteers and/or employees, before they arrive at the show. None can be held at the gate for pick up. No lists may be left at the gate.

Extra Exhibitor/Vendor bands - any number beyond what comes with your booth. **MUST BE PREORDERED AND PUCHASED**. Pre-ordered bands will be mailed to you with your check in information. Only extra Pre-Ordered bracelets will be mailed - Your allotted bracelets will be distributed to you when you check in and set up your booth. If you have any questions on this, please email the show email address well in advance of the show!

Demonstration Dogs - are allowed on the premises as a courtesy to our show. UMaine has graciously extended us this courtesy. All dogs coming through the door of the venue **MUST** have a dog ID tag attached to their collar at the time they are being admitted! There is no cost for an ID tag. They may be requested on your contract. If required, these may be mailed to you (please note on your contract - mail in advance). It is the exhibitor/vendor's responsibility to get these distributed in advance of the show and/or make arrangements for late arriving animals. The dog demos and booths with dogs are liked by our spectators. The isles can get very tight, some people are afraid of dogs and we must insure only dogs for exhibition are in the building. Your understanding and cooperation is greatly appreciated.

Again, we are here to make your experience at our show a great one! Please ask questions through the show email. You will receive an answer!

Thank you for your interest in our show and to those returning - your continued support and participation!