

2009

BAY COLONY CLUSTER DOG SHOWS

ADVANCE CONCESSION RESERVATION REQUEST AND CONTRACT

FOR CLUSTER USE ONLY
Date Rec.
Booth No.

**TO BE HELD AT OUR NEW SITE
 RHODE ISLAND CONVENTION CENTER
 1 SABIN STREET
 PROVIDENCE, RI 02903**

THURSDAY, DEC. 3	FRIDAY, DEC. 4	SATURDAY, DEC. 5	SUNDAY, DEC. 6
Middlesex County Kennel Club	Ladies Dog Club	Eastern Dog Club I	Eastern Dog Club II

NOTE: SEE NEW RATES FOR 2009!

MINIMUM BOOTH SIZE - 10' x 10' (100 Sq. Feet)

ALL PRICES--PER 10' x 10' Booth for all 4 days only. No per day rentals considered.

New Price: \$750.00 per booth

Surcharge of 10% of total booth fee if there is an unpaid balance after November 3, 2009.

WE AGREE to reserve _____ booth space(s) for a total of \$_____ for all four days, at the prices shown above. All checks must be made payable to BAY COLONY CLUSTER. A deposit of at least 50% is required to reserve booth space. **We understand and agree that all balances are due no later than November 3, 2009, or the above mentioned surcharge will be added.** Amount enclosed: \$_____

FIRM NAME _____ E-MAIL ADDRESS _____

ADDRESS _____ TYPE OF PRODUCT _____
(please print)

CITY _____ STATE _____ ZIP _____ Telephone No. (____) _____

Please indicate your preferred locations. (Booth location diagrams to be forthcoming.) **A deposit of 50% or more is required to hold your space.** We will try to honor requests on a first come-first served basis. In case of duplicate requests, it is understood that final booth assignments are the responsibility of the concession chairman.

Choice #1 _____ Choice #2 _____

The General Information Section on the reverse has been read and it is understood that the concessionaire is responsible for following these guidelines.

 Date Name and Title (Please Print) Signature

**SEE CONCESSION INFORMATION ON BACK.
 DECORATIVE OR ELECTRICAL SERVICE MUST BE CONTRACTED THROUGH
 SPECIFIED CONTRACTORS TO BE DETERMINED.
 WE ARE NOT RESPONSIBLE FOR ANY ORDERS.**

GENERAL INFORMATION--CONCESSIONS

1. *Contracts:* Return this signed form to the concession chairman.

Robert J. Goldman
18 Mayflower Road
Winchester, MA 01890-3617
(781) 729-3600, Evenings and Weekends ONLY
E-Mail: Supernav18@aol.com

A copy of this General Information sheet will be sent back to you with your confirmation.

2. *Balances:* All balances are due no later than November 3, 2009. Balances unpaid after November 3, 2009 will incur a surcharge of 10% of the total booth fee. **Balances still outstanding on setup day, December 2, 2009, must be settled before setup can begin.**
3. *Cancellation Policy:* Vendors should make every effort to attend the shows once the contract and payment have been submitted. If a vendor must cancel, the following refund policy will apply: More than six weeks before the show – full refund of amount paid will be made without penalty. Between six and three weeks before the show – penalty of 50% of booth fee applies, monies paid in excess of that will be refunded. Two weeks or less before the show – penalty of 100% of booth fee applies. No refunds will be made.
4. *Set-up hours:* (**Note: These instructions are subject to change.**) Set-up for the Thursday show may be made on Wednesday, December 2, 2009 between 10 AM and 11 PM. For those arriving after Wednesday, set-up should be made between 8 PM and 11 PM on the arrival day. Those wishing to set-up in the morning may do so between 7 AM and 8 AM. Each show closes at 8 PM. All people must be out of the building by 11 PM. Only persons wearing issued concession badges will be allowed in any concession area from 30 minutes after Best in Show judging until 11 PM. All set-up must be completed and all materials must be out of the aisles 30 minutes before judging starts each day.
5. *Breakdown:* Breakdown is to be made at the end of the last dog show, but may not be done until completion of Best in Show Judging.
6. *Sales Taxes:* All sales or other taxes are the sole responsibility of the concessionaire. The Mass. Dept. of Revenue will probably be at the shows checking for compliance with its rules; contact them for instructions and any forms required.
7. *Fire Regulations:*
- *Decorations:* All decorative material must be fully flame retardant to the satisfaction of the Fire Dept. or State Fire Marshall. Bunting and cellular plastic cored materials are not permitted.
 - *Aisles* and exits must be kept clean, clear and free of obstructions.
 - *Literature* on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
 - *Concessions* not meeting Fire Department standards may be asked to vacate the building. A complete copy of fire regulations will be sent to any concessionaire upon request.
8. *Tickets:* Tickets will be mailed with the assigned space floor plan, not later than one week prior to the show.
9. *Subletting of space:* No concessionaire shall assign, sublet, or apportion the whole, or any part of the space allotted. Each firm represented at the shows must sign the regular contract form for space.
10. *Trailers and Motor Homes:* No trailers or other vehicles are to be used as part of any space or booth. If a motor home will be parked overnight at the Convention Center it is the responsibility of the concessionaire to make the appropriate reservation with the Cluster Committee person handling them. Call the concession chairman for name and telephone number.
11. *Restrictions:* The Management reserves the right to restrict exhibits which, because of noise, or for any other reasons, become objectionable; and also prohibit an exhibit which, in their judgement, may detract from the general character of the show. This reservation includes persons, things, conduct, printed matter, or anything of a character which might be objectionable to the show as a whole.
12. Concessionaires requiring decorative services including backdrops, or electrical services during the show should contact the show committee. We are in the process of determining who the contractors for these services will be. As soon as they have been chosen, all contracted Vendors will be notified promptly.

Names of persons working your booth so that identification badges can be supplied
PLEASE PRINT

_____	_____
_____	_____
_____	_____
_____	_____