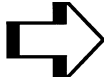


BOXBORO 2018

Boxborough Regency Hotel, 242 Adams Place
Route 495 at Route 111, Boxborough, Massachusetts 01719 978-263-8701

SEPTEMBER 8 & 9, 2018



**MAILING ADDRESS: John Flood, N1JAF, FEMARA Exhibits Chairman
79 Waltham St, Maynard, MA 01754
Tel: 978-460-5153 email: n1jaf@boxboro.org**

We have received your invitation to participate in the 2018 convention and you are requested to reserve:

FULL SIZE 8' X 10' DECORATED BOOTHS AT NO CHARGE

(One 8 foot decorated table per booth, backdrop, side rails, and printed sign. Note that free nonprofit spaces are provided on an as available basis)

**Please Note: Electrical outlets can be ordered directly from the Hotel. Please call (978) 263-8701 and make arrangements for electrical hookup directly with the hotel
See enclosed Exhibit Service Order Form for Details**

Exhibit floor is fully carpeted.
To reserve your spot, please send in your contract early.

(Firm Name)

(Address)

(Contact Name - Please PRINT)

(Phone and/or Fax #)

(Email Address)

(Web address)

Mail this contract to: John Flood, N1JAF, 79 Waltham St., Maynard, MA 01754

**CAUTION: READ SECURITY REGULATIONS FOR 2018 ON THE NEXT PAGE OF THIS CONTRACT
MAKE COPIES FOR YOUR BOOTH STAFF**

EXHIBIT INSTALLATION & SECURITY FOR 2018

Several exhibitors have asked us to implement these security procedures in the exhibit hall area. Although this may inconvenience a few late-arriving exhibitors we feel the majority will be well-served by these procedures. Please understand they are for everyone's benefit.

The Exhibit hall (Parade Room) will be open to exhibitors beginning Friday, September 7 at noon. On Friday evening the doors will close at 5 PM. A security guard will be posted at the door. Only exhibitors with the proper credentials will be allowed entry after this time. They must sign a log. **AFTER 8 PM, NO EXHIBITOR WILL BE PERMITTED IN THE EXHIBIT HALL. THERE WILL BE NO EXCEPTIONS.** This allows exhibitors to rest in preparation for the show the next day without having to be concerned about the materials in their booths. Exhibitors may re-enter the hall after 7 AM the next morning with proper identification. The show opens to the public at 9 AM on Saturday, September 8 and 10 AM on Sunday, September 9.

Installation of exhibits must be completed **FRIDAY, September 7**. Exhibits will be open to the public on **SATURDAY, September 8 from 9 AM to 5 PM** and **SUNDAY September 9 from 10 AM to 2 PM**. All exhibits must be dismantled and removed from the exhibition hall by **midnight SUNDAY**. All trucking and other services should be arranged **in advance** by the exhibitor. In Massachusetts trucking firms are **CLOSED** on weekends and not reachable.

Exhibit chairman John Flood, N1JAF with assistance from Mike Raisbeck, K1TWF can assist you in making any return shipment arrangements within the weekend limitations mentioned above. *Due to the carpeting, motor vehicles will not be permitted on the convention floor.* **Telephone Switchboard at the hotel is 978-263-8701.**

1. Refunds: No refunds will be made if spaces engaged are not used, nor will any refund be made for space used for only part of the time.
2. FEMARA, Inc. cannot guarantee exhibitors against loss or damage of any kind but will endeavor to protect exhibitors by having security on duty from noon Friday throughout the convention.
3. No part of any exhibit, or any signs relating thereto, shall be pasted, nailed or otherwise attached to the walls, doors, etc. in any way as to deface same; damage arising by failure to observe these rules shall be paid by the exhibitor.
4. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's booth.
5. All structural work such as shelving, standards, display racks, signs, spot lights, etc. must be approved.
6. Advertising material or signs of firms other than those who have engaged space are prohibited, Canvassing, solicitation or business or conferences in the interest of business, except by exhibiting firms, is prohibited.
7. Space is leased with the understanding that the exhibitor will hold FEMARA, Inc. harmless from any or all liabilities from any cause.
8. Hotel rooms should be booked directly with the hotel. Make sure to tell them that you are with the New England ham radio convention. They can be reached at 978-263-8701. Do this early – rooms become scarce.

All points not covered herein are subject to settlement by FEMARA. The forgoing regulations have been formulated for the best interests of the exhibitors and the cooperation of our patrons is requested.

Thank you,

FEMARA, Inc.

SPONSORED BY FEMARA, INC., A 501(C)(3) ORGANIZATION
General Chairman: Bob DeMattia, K1IW k1iw@boxboro.org
Exhibits Chairman: John Flood, N1JAF n1jaf@boxboro.org