

APPLICATION FOR PARTICIPATION IN THE 2016 NEW ENGLAND A.R.R.L. CONVENTION

BOXBORO! 2016

Holiday Inn Boxborough, 242 Adams Place
Route 495 at Route 111, Boxborough, Massachusetts 01719
(978) 263-8701

Setup Friday September 9 12PM - 8PM

Exhibition Hall open to all attendees September 10 9-5 and & September 11 9-2

MAILING ADDRESS:
Mike Raisbeck, Vendor Chairman
85 High Street
Chelmsford, MA 01824
k1twf@boxboro.com

We have received your invitation to participate in the 2016 convention. Please reserve:

FULL SIZE 8' X 10' DECORATED BOOTHS AS CHECKED:

1 Booth \$245 2 Booths \$425 3 Booths \$600 4 Booths \$700

Selling vendors must add one separate & additional \$15 check made out to the TOWN OF BOXBOROUGH to cover a two-day town license fee. (Mass Gen. Laws 101 Sec 5)

Prices include one 8 foot decorated table per booth, backdrop, side rails, and printed sign. Exhibit floor is fully carpeted. **ADDITIONAL TABLES MUST BE ORDERED IN ADVANCE!**

Please Note: Electrical outlets can be ordered directly from the Hotel. Please call (978)263-8701 to make arrangements for electrical hookup directly with the Hotel

See enclosed Exhibit Service Order Form for Details.

(Firm Name)

(Address)

(Contact Name- Please PRINT) (Phone & Fax #)

(Email Address) (Web address)

To reserve your spot please send in your payment early !!!

Make checks payable to FEMARA , and to the Town of Boxborough (if applicable, see above), enclose with this contract, and mail to the "MAILING ADDRESS" in the box above.

CAUTION: READ SECURITY REGULATIONS FOR 2016 ON THE NEXT PAGE OF THIS CONTRACT!

EXHIBIT INSTALLATION & SECURITY FOR 2016 - PLEASE READ
MAKE COPIES FOR YOUR BOOTH STAFF

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 Friday September 9 at noon. Friday evening the doors will close at 5 P. M. as in the past, with a security guard at the door. Only exhibitors with the proper credentials will be let in after this time, after signing the log. After 8 PM no exhibitor will be permitted in the exhibit hall. **NO EXCEPTIONS.** This allows a tired exhibitor to retire in preparation for the show the next day without having to be concerned about the materials in his or her booth. EXHIBITORS MAY RE-ENTER THE HALL AFTER 7 A. M. THE NEXT MORNING WITH THE PROPER IDENTIFICATION. The show opens to the public at 9 A. M. Saturday and 10 A. M. Sunday. Installation of exhibits must be completed Friday September 9, 2016. Exhibits open to the public **SATURDAY September 10, 9 AM to 5 PM** and **SUNDAY September 11, 9 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 are not reachable.*

Our exhibit chairman is Mr. Mike Raisbeck. He can assist you in making any return shipment arrangements you might need 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 but part of the time.
2. FEMARA 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 the Federation 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

SPONSORED BY FEMARA

General Chairman: Bob DeMattia, K1IW k1iw@boxboro.org

Exhibits Chairman: Mike Raisbeck, K1TWF, k1twf@boxboro.org