



Annual Meetings of the
North American Maple Syrup Council & International Maple Syrup Institute

October 22-25, 2012 - Marriott Mystic Hotel & Spa, 625 North Road, Route 117, Groton, CT 06340

EXHIBITOR / VENDOR REGISTRATION

Company Name: _____ Date: _____

Contact Person(s): _____

Address: _____ City: _____ State/Prov.: _____ Zip: _____

Phone: () _____ Fax: () _____ Best time to call: _____

Cell: () _____ Email: _____

We will be exhibiting: (product / service) _____

Please reserve the following for the 2012 NAMSC & IMSI Annual Meeting Trade Show:

___ Single Booth	(10'x10' wide)	\$ 500.00 each	\$ _____
___ Double Booth	(10'x20' wide)	\$ 750.00 each	\$ _____
___ Triple Booth	(10'x30' wide)	\$1,000.00 each	\$ <u>Sold Out</u>

OPTIONAL Electrical Service:

___ Electrical Service (Non-dedicated shared 20 amp) **Add \$ 95.00 per booth** \$ _____

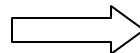
TOTAL \$ _____

Note: Each Booth Price includes one 8' table per 10' of booth width

Please register early booth space limited and subject to availability

Registration Deadline is **August 25, 2012**

Continued on back.....Read Important Information & Sign



Exhibitor /Vendor Rules:

- All Exhibitor / Vendor booth participants must be registered for Annual Meeting (refer to separate meeting registration form).
- Exhibitor / Vendor setup is Monday October 22nd 8:00 AM to 3:00 PM
- Exhibits to be removed on Wednesday October 24th after 3:00 PM but not later than 5:00 p.m.
- No part of any exhibit or sign can be pasted, nailed or tacked to the facility walls or fixtures.
- Signs and advertising may be displayed within your designated space only.
- No food or beverage concessions allowed in exhibit area.
- There will be reasonable effort to provide a secure exhibit area but the NAMSC, Inc., MSPAC, Inc., or IMSI will not be liable for any claim of loss or damage of any kind.
- Optional electrical service must be reserved and paid at time of registration.
- Exhibit fixtures including all electrical apparatus used in displays must conform to applicable City, County and State fire regulations, other applicable codes and /or the rules of the Hotel.

Certificate of Insurance:

Before the event all Exhibitors / Vendors agree to provide a Certificate of Insurance naming NAMSC, Inc, IMSI, and MSPAC, Inc. additional insured as respects General Liability: Limits: \$500,000.00 each occurrence, \$1,000,000. 00 aggregate. Each exhibitor shall indemnify and hold harmless NAMSC, Inc., IMSI, and MSPAC, Inc. from any and all claims, damages, losses, and expenses including but not limited to attorneys fees.

I have read the “Special Instructions to Exhibitors” and agree to the terms, rules and requirements of the Hotel and the MSPAC, Inc.:

Authorized signature: _____ **Title:** _____ **Date:** _____

➤ Sign and return completed form by **August 25, 2012**

Make checks payable* to: MSPAC, Inc., and mail with form to:

Ron Wenzel, 522 East St., Hebron CT 06248-1123 USA

Phone: (860) 649-0841 Email: info@ctmaple.org

*** Important Information for our Canadian friends:** Our bank will convert your funds to U.S. currency. In order for us to process your check, please write “USD” above the numerical amount, AND ALSO “USD” before the written amount. We can’t process your check unless it’s in this format. Thanks!

Committee Use:

Date Registration Received: ___/___/___ By: _____ Certificate of Insurance: __Yes __ No

Payment: Ck# _____ Dated: ___/___/___ Amt: \$ _____ US CA \$ _____ Exchange Adj. Needed

Booth # (s) Assigned: _____ on ___/___/___ by: _____

Form # 12B-VER 6-25-12

**NAMSC & IMSI ANNUAL MEETINGS
Monday, October 22 – Wednesday, October 24, 2012**

SPECIAL INSTRUCTIONS FOR EXHIBITORS

Shipping: The Mystic Marriott Hotel & Spa, cannot receive any exhibit materials prior to Thursday, October 18, 2012. Shipments received before that date will be subject to a \$40.00 per day, per package storage charge. Stringent municipal building department and fire department regulations make it impossible for us to store hazardous and/or flammable materials on our premises. Any stored items must be shipped out on Wednesday, October 24, 2012. Items not shipped out on this date will incur the same \$40.00/day, per package storage fee until shipped. The Hotel does not have a forklift, nor do we supply carts for the movement of materials.

All Shipping to the hotel must display the following information:

Your Company Name C/o Mystic Marriott Hotel & Spa 625 North Street Groton, CT 06340
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Your name Date of Event Name of Event

Set - up Day: Exhibit set up may begin at 8:00am on Monday, October 22, 2012 and must be set by 4:00pm.

Load In/Out: All exhibitors are required to utilize the banquet loading dock located at the rear of the hotel. When not loading/unloading, all exhibitor vehicles, trucks and transport must be parked on the North corner of the parking lot. Under no circumstances will any exhibitor be allowed to utilize either the front or side entrance of the hotel.

Breakdown Day: Exhibit removal may begin following the afternoon break at 3:00pm on Wednesday, October 24, 2012 and must be completed by 5:00pm. Anything remaining after that time will be disposed of in a manner the Hotel deems appropriate.

Labor: Requests for staff to assist with load in/out, movement of boxes or materials, break-down, set-up or any service not covered under the agreement must be made in advance. A fee of \$35.00 per hour/ per staff member with a 4-hour minimum will apply.

Additional Notes: The exhibitor is responsible for damage to Hotel property. No signs or other articles may be affixed, nailed, or otherwise attached to walls, décor, etc., in such a manner as to neither deface nor damage them. Neither Maple Syrup Producers Association of Connecticut nor the Mystic Marriott Hotel & Spa assumes any responsibility for destruction, loss of, or damage to exhibitor's property from any case. The exhibitor hereby agrees to assume all risks relating to such property.

The exhibitor agrees to indemnify and hold harmless both Maple Syrup Producers Association of Connecticut and the Mystic Marriott Hotel & Spa from and against any and all damage or loss arising from or out of the use by the exhibitors of its exhibit space.

Protection of exhibitors: It is recommended that you obtain security for our exhibit area during the closed hours. The Hotel does not provide security and will not assume responsibility for exhibits or items left unattended in either the exhibit hall or meeting rooms.

The Hotel provides one rectangular table and two chairs per booth, general maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation.

The hotel does not provide: Drayage and placement of display equipment, Decorations and related services

Items available at an additional cost: Security services, Audio Visual services or technical assistance, Labor; for example, carpenters, electricians, and drapers, Lighting and electrical power.

Electrical is requirements must be ordered and paid in advance – See Exhibitor – Vendor Registration Form