



2024 Top O' Maine Trade Show Exhibitor Contract & Registration

Saturday, April 27 - 9:00am - 6:00pm & Sunday, April 28 - 10:00am - 4:00pm

Location: Multi-Purpose Building, 7th Ave. Madawaska, ME

Business Name: _____

Contact Person: _____

Business Address: _____
STREET ADDRESS CITY/TOWN STATE ZIP CODE

Telephone Number: () _____ Email: _____

Product(s) or Services to be displayed: _____

Specify # of Internet Hookups & Electrical Needs: _____

Payment Options: Cash__ Check__ Credit Card Acct# _____ Exp. _____ Sec Code _____

(Mark One)

ST. JOHN VALLEY CHAMBER OF COMMERCE MEMBERS ONLY

\$160.00* For the first 10' x 10' Booth	\$130.00 (each) for 2nd - 8th Booths	\$110.00 (each) for 9th - ? Booths
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Please reserve booth #(s)** _____ for total cost of \$ _____

NON-CHAMBER MEMBERS

\$185.00* For the first 10' x 10' Booth	\$150.00 (each) for 2nd - 8th Booths	\$120.00 (each) for 9th - ? Booths
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Please reserve booth #(s)** _____ for total cost of \$ _____

NON PROFITS

\$110.00* (NO DISCOUNTS) 10' x 10' Booth
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Please reserve booth #(s)** _____ for total cost of \$ _____

****All booth location selections are not guaranteed and are subject to change. You will be contacted if changes are made**

***Please Note:** A \$75.00 per booth deposit must accompany the completed and signed contract in order to reserve a booth space. Remaining balances on all accounts must be paid in full prior to April 1, 2024. If payment is not received by said date, the space reserved with this contract may be reallocated to someone on the waiting list. Internet will be FREE. Access code/password required (Sponsored by the Town of Madawaska).

Please Complete Reverse Side

The initial \$75.00 deposit is NON-REFUNDABLE!
NO REFUNDS AFTER APRIL 1, 2024
READ CONTRACT & SIGN BACK

Chamber Use ONLY:

Booth Number(s)	Deposit Date	Balance Due	Paid in Full
	Deposit Amt.	Date Paid	

2024 Top O' Maine Trade Show Contract Agreement

I, _____ agree to participate in the 2024 Top O' Maine Trade Show. I have chosen _____ booth space (s) for the amount of \$_____. Enclosed is my deposit of \$_____ (\$75.00/booth) with the amount of \$_____ due prior to April 1, 2024, or I forfeit my deposit.

Furthermore, I agree to, understand and will adhere to the following rules, regulations and conditions of the Top O' Maine Trade Show:

Exhibit Space -

A single 10' x 10' booth space will include (2) two chairs and one (1) table per booth space. The Chamber will make every attempt to provide additional chairs and tables upon request. Any additional equipment or services required will be the exhibitors' responsibility. Each exhibitor will have access to an electrical outlet, except for middle row if specified on floor plan. Please bring your own extension cords as needed. If you have special electrical needs, (#110 or #220) please specify your requirements on your contract. Internet is free (sponsored) and you do not need to reserve. Password. will be provided the day of set-up.

1.) The Chamber will make every attempt to honor your requested booth locations. If circumstances arise the Chamber reserves the right to make changes without prior notification to the vendor. Past Vendors will have a registration advantage that ends December 21, 2023 at noon (no extensions). Anyone may register after that date.

2.) All booths must be manned at all times. The Chamber must be notified of all adults (18 years or older) working at the booth by April 1, 2024, three weeks prior to the show. Only these adults (no more than 6 individuals) will receive free admission.

3.) All booths must be set up in a way that will leave your neighbors visible as well. We do not place any restrictions on display material, i.e. banners, signs, etc., unless a complaint is received. Please be courteous to your neighbor. (If any items are to be painted, please use a dropcloth or newspaper to protect the floor.)

4.) Vendors are only permitted to conduct business within the confines of their exhibit location (Vehicles may not be sold on Sundays)

5.) No bartering for booth space will be allowed except by Rec. Dept. or Press. A request for booth space must be made in advance and reviewed and accepted by the board of directors.

6.) No animals/birds/fish will be allowed in the building unless they are a registered *Service Animal or Emotional Support Animal*.

Set-Up / Breakdown -

Booths will be set up on Friday, April 26, 2024, from 9:00am to 6:00pm, NO LATER. On Saturday, doors will open for the general public from 9:00am to 6:00pm and on Sunday from 10:00am to 4:00pm. The Multi-Purpose Center will be locked each evening so no one can disturb any exhibits. In addition, the building will have a security guard present during the closed night hours. No exhibitor shall begin to tear down their booth prior to closing at 4:00 pm on Sunday. Such action will forfeit first priority for future shows and/or exhibitor may not be invited to return the following year. All booths must be down by 12:00 noon on Monday, April 29, 2024.

Liability & Protection -

The Top O' Maine Trade Show, Multi-Purpose Center, and its employees an/or volunteers will not be responsible for any injury to exhibitors or exhibits lost by fire, theft, damage, mechanical failures, soiling, or any labor problems that may be caused while exhibitors are using the Multi-Purpose Center (inside or outside). Please use caution with certain sample merchandise given to children. Problems, however, should be addressed to officials at the earliest possible convenience.

Sale of Tickets/ Raffle -

Vendors are not permitted to offer Tickets/ Raffle for monetary transaction without prior approval from the St. John Valley Chamber of Commerce, Board of Directors. Request must be submitted in writing for consideration before the deadline of April 1, 2024. **NO EXCEPTIONS!** If you have questions, check with the Chamber of Commerce's Executive Director.

Distribution of Food -

No food may be dispensed by any exhibitor without making prior arrangements with the Chamber.

Smoking Policy -

In compliance with the law, there will be **NO SMOKING** allowed inside the exhibition hall or within 20 feet of any entrance. Any exhibitor who chooses to disregard this rule will forfeit future participation in the show. Any problems that arise regarding this policy should be brought to the Chamber's attention immediately.

Parking Policy -

Exhibitors are asked to stay clear of the emergency traffic area designated in front of the Multi-Purpose Center. Please park all vehicles in the back of the building to allow access for incoming Trade Show visitors.

Exhibitor's Signature _____

Date _____