



# MADE IN NEW ENGLAND *Expo*

December 3 & 4, 2022

**The DoubleTree by Hilton Expo Center, Manchester, NH**

Saturday hours: 10 a.m. to 6 p.m.

Sunday hours: 10 a.m. to 4 p.m.

The Made in New England Expo features unique gifts, specialty food items and other products from all over New England and is hosted by EventsNH, the producers of the Made in NH Expo.

## ■ Exposure

Reach thousands of consumers looking to purchase regional products and services during a key buying time.

## ■ Ideal Place to Sell Products and Services

The holiday season is a great time for attendees to browse and shop. Consumers and businesses are more committed to buying locally made products than ever before and this Expo offers a unique and timely opportunity to put your New England-made products and services in front of a receptive and supportive audience.

## ■ Reputation for Excellence

EventsNH is well known for their high-quality and well-attended expos. Consumers know they can expect a wide array of vendors and exhibitors showcasing the best New England has to offer.

## ■ Premium Media Coverage

EventsNH will use an extensive list of media outlets to promote the Made in New England Expo to drive traffic to the Expo.

## Introduce your company and products to:

- ▶ Thousands of consumers looking for unique products and services
- ▶ Business owners
- ▶ Industry leaders throughout New England

## Expo provides you with the opportunity to:

- ▶ Launch a new product or service
- ▶ Showcase changes or upgrades to your product or service
- ▶ Evaluate consumer response to your business
- ▶ Build brand awareness
- ▶ Generate leads for future sales
- ▶ Publicize special offers
- ▶ Close deals



# ■ Exhibit Space Application & Contract

Exhibit space is limited and special allotments have been designated for representatives of different industries, regional locations and first-time exhibitors. All exhibitors are subject to pre-approval by show management based on quality and appropriateness of products and services.

**Contract Deadline: September 30, 2022.** For more information contact: EventsNH at 603.626.6354 Ext. 223

**■ Instructions** 1.) Please complete all sections of this application, including description. 2.) Sign and return with payment to: EventsNH, 80 Canal St., Suite 203, Manchester, NH 03101 3.) Make checks payable to: Granite Media Group

<p><b>Contact Information</b> (will not be listed in the program):</p> <p>Contact Person _____</p> <p>Address _____</p> <p>_____</p> <p>City/State/Zip _____</p> <p>Phone _____</p> <p>Fax _____</p> <p>E-mail Address _____</p> <p>Facebook Page _____ (Copy the link at the top of your Facebook page)</p>	<p>Information listed below <b>may be used</b> in Made in New England Expo promotion:</p> <p>Company Name _____</p> <p>Website _____</p> <p>Description of product or service (20 words maximum). Information may be edited for length, grammar and misspelling:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## General Rates

**RESERVE NOW!**

Premium booth space is first come first served!

Categories will be limited.  
We will not allow product creep.

In light of the craziness of the past year, we are asking only for a **\$50 deposit to hold your space.** However, we will call you closer to the deadline, and **payment in full will be due for the booth no later than September 30th.**

Standard Space	Rates
<input type="checkbox"/> 8'x5' .....	\$355
<input type="checkbox"/> 8'x10' .....	\$525
<input type="checkbox"/> 8'x15' .....	\$795
<input type="checkbox"/> 8'x20' .....	\$995
Premium Space	Rates
<input type="checkbox"/> 8'x10' end of aisle .....	\$795
<input type="checkbox"/> 8'x15' end of aisle .....	\$975
<input type="checkbox"/> 8'x20' end of aisle .....	\$1,275
<input type="checkbox"/> 10'x16' end of aisle .....	\$1,495

## ■ Agreement

We have read and agree to abide by all the rules and regulations for the 2022 Made in New England Expo. Upon acceptance of this application by EventsNH, this application shall bind as a contract.

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



**1.** The following Rules & Regulations will govern and bind all exhibitors at the Made In New England Expo hereinafter called the Expo, to be held at the DoubleTree by Hilton Manchester Downtown Expo Center, Manchester, NH, Dec. 3 & 4, 2022, and are a part of the Exhibit Space Application. EventsNH/Granite Media Group., hereinafter called Show Management, hereby leases, subject to the Rules and Regulations contained herein, to exhibitors, the booth(s) at the Expo in accordance with exhibit space rental charges set forth on the Exhibit Space Application, to be used by the exhibitor for the purpose set forth herein among said Expo. Show Management has the right to reject or cancel any Exhibit Space Application. Applications will be accepted on the discretion of the Show Management, based on overall Exposition mix, quality and appropriateness of exhibitor's products or services. **If an exhibitor cancels contract within 60 days of the show, the exhibitor is liable for full payment of the contract. Any other cancellation prior to the 60 days will result in a \$100 administrative fee. \_\_\_\_\_ (Vendor Initials)**

**2.** Show management reserves the right to remove, without refund or recourse, any exhibitor who misrepresents their product as being made in New England.

**3. Space Fees.** All fees for exhibit space are due by the date specified. Accepted payment forms are Cashier's Check or Money Order, Check, Visa, MasterCard and American Express. No exhibitor will be allowed to move into a booth space that has not been paid in full 5 days prior to the first day of move-in. Payments will not be accepted on site. Any unpaid exhibit space will be reallocated at the discretion of Show Management.

**4. Installation and Removal.** Exhibitors will set up displays and load-in materials on Friday, Dec. 2, 2022 from 2:30 p.m. to 7 p.m. and Saturday, Dec. 3, 2022 from 6:30 a.m. to 9 a.m. Exhibits must be fully set up by 9 a.m. on Dec. 3, 2022. Any space not claimed and occupied by 9 a.m. on Dec. 3, 2022 may be sold or reassigned by Show Management to others without refund to exhibitor. **The exhibits may not be dismantled before 4 p.m.** and, in any event, must be removed from said premises before 6 p.m. on Sunday, Dec. 4, 2022. In the event exhibit space is not vacated by the exhibitor within such time, Show Management is authorized to remove from said space, at the expense of the Exhibitor, all goods, merchandise, and property of any and all kinds that may then occupy any portion of said space for which the term of the contract has expired, and Show Management shall not be liable for any damage or loss of such goods, merchandise or other property, or to the space from which removed, by reason of such removal. Any such property left by the exhibitor after the time for removal thereof shall be deemed abandoned by the exhibitor. Show Management or its agent are hereby expressly released from any and all such claims for damages of any kind or nature arising from such removal. \_\_\_\_\_ (Vendor Initials)

**5.** Exhibitor agrees to abide by move in and move out regulations as stipulated by show management. Exhibitor agrees to maintain setup for the duration of the show.

**6.** In the event of an emergency, the exhibitor must contact show management immediately and obtain written permission from show management to receive any exception to show policies.

**7. Use of Exhibit Space.** No exhibitor shall sublet or share the space allotted with any other business or firm. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors or agents in this display except products sold by a parent or subsidiary company of the exhibitor. All products and services must be significantly made in New England. Exhibitor shall not obstruct

access to any portion of the sidewalks, entrances, aisles, doorways, and all ways of access to public utilities pertaining to the exhibit hall premises. Exhibitors shall be responsible for keeping their exhibit staffed, neat, clean, and orderly at all times, and shall act so as to comply with these rules and regulations and those imposed by the manager or owner of the building.

**8. Booth Construction Standards, Sightlines and Height.** Linear booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Display materials in linear booths should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the exhibit space, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle within 10 feet of an adjoining booth. End-cap booths are exposed to aisles on three sides and comprised of two booths. The maximum back wall height of 8 feet is allowed only in the rear half of the exhibit space and within 5 feet of the two side aisles, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle in an end-cap booth space.

**9. Mechanical Failure/Acts of God.** Exhibitor expressly waives any and all claims for compensation for any and all loss or damage sustained by reason of any defect, deficiency, failure, or impairment of the roof or any water supply system, drainage system, heating system, electrical system, ventilation system, refrigeration system, or other mechanical system leading to or on the exhibition hall premises. In the event the exhibition hall premises, or any part thereof, is damaged by fire or if it for any other reason, including strikes, war, weather, state of emergency, failure of utilities, or act of God, which in the opinion of Show Management renders fulfillment of the Contract by Show Management impossible, the exhibitor hereby expressly waives, releases and discharges Show Management or the owner or manager of the exhibition hall, and their agents, from any and all demands, claims, actions, and causes of action, in law or inequity, arising from any such causes.

**10. Licenses & Copyrighted Materials.** Exhibitor agrees to promptly pay all taxes, excise or license fees of whatever nature applicable to occupancy of a booth or conduct of exhibition activities and to take out all permits and licenses, municipal, state, or federal, required for the usage herein permitted. Exhibitor warrants that all copyrighted materials, trademarks or servicemarks used by the exhibitor have been properly licensed or authorized by the owner thereof, and the exhibitor indemnifies and holds Show Management and owner or manager of the exhibition hall harmless from any and all claims, losses, expenses, or costs arising therefrom.

**11. Insurance Requirements.** Each exhibitor is responsible for keeping their leased space free from any dangerous conditions that might cause injury to persons coming upon the premises or damage to property. Show Management and The DoubleTree by Hilton and its officers, employees and agents shall not be liable to the exhibitor, agents, employees, or any other person coming into the space leased by the exhibitor for injury to the person or property of any such persons and the exhibitor undertakes to fully indemnify and hold harmless Show Management and the Manchester Downtown Hotel as to any such liability. Each exhibitor is responsible to insure their own property while on the Exhibit hall premises and while in transit to and from the Exhibit hall. Insurance Certificates are required that meet specified limits of insurance as outlined by Show Management. Neither Show Management nor the Manchester Downtown Hotel are in any way responsible for damages or theft to exhibitor's property at any time before, during or after show hours.