

2023

# VENDOR SHOW



INVITATION

**TUESDAY**  
**MARCH 21ST**

**GLEN ISLAND HARBOUR CLUB**  
**NEW ROCHELLE, NY**

You are receiving this invitation to participate in the Metropolitan Club Foundation's Regional Vendor Show scheduled for **Tuesday, March 21, 2023** either because you have been a valued supporter of this Show in the past or because you have inquired about the 2023 event.

This event provides an excellent opportunity for you to present your products and services in an intimate atmosphere that allows the time and opportunity for one-on-one networking. Attending vendors are among a group of purveyors who provide what clubs need and purchase on a consistent basis. General Managers and their management teams (chefs, controllers, purchasing agents, food & beverage directors, etc.) from Westchester, Long Island, upstate New York, lower Connecticut and New York City will be in attendance.

Participating vendors will be listed in our online Vendor Directory, which is displayed on our Foundation's website after the Show, accessible and viewed by managers year-round. If you cannot participate, you can arrange to be included in the valuable web listing that managers frequent on a regular basis. After the Show, each vendor will be sent a roster of the clubs that attended the event listing the club's name and mailing address for post event follow-up.

Please be aware that the event is always a sell-out and that the limited spaces will not be confirmed until payment is received. **Registration for 2023 will take place online [here](#).** An email confirmation and invoice will be sent to acknowledge the registration and booths are not confirmed until payment is received.

Additional information relevant to the day-of the Show will be sent to all vendors in mid-March, once all spaces have been reserved.

If you have any questions, email [expo@metcf.org](mailto:expo@metcf.org) or call (914) 347-4653, ext.344.

Thank you for your continued support!



**Event Date:** Tuesday, March 21, 2023

**Timing:** 8:00 a.m. to 11:00 a.m. – Vendor Booth Set-up  
11:00 a.m. to 12:00 p.m. – Vendor Luncheon  
12:00 p.m. to 5:00 p.m. – Vendor Exhibit  
5:00 p.m. to 7:00 p.m. – Networking Reception (Professional Dress: Jackets Required)

**Location:** Glen Island Harbour Club – New Rochelle, New York

**Booth Info:** There are three booth options available. The cost of registration includes lunch (available to exhibitors from 11:00 a.m. to noon) and evening networking reception for up to 3 people per standard and premium booth purchase and 2 people per 6' table purchase. Additional tickets may be purchased at \$150 per person. Please note that electricity is an add on and needs to be requested in advance of the Show.

**PREMIUM BOOTH – 8' x 10'**

The premium booth comes with side and back cloth draping and includes up to (3) 6' tables and (2) chairs. They are located on corners or in other high traffic areas.

*Cost: \$2,750 before February 28<sup>th</sup> - \$3,000 after March 1<sup>st</sup>*

**STANDARD BOOTH – 8' x 8'**

A standard booth comes with side and back cloth draping and includes (2) 6' tables and (2) chairs.

*Cost: \$2,300 before February 28<sup>th</sup> - \$2,500 after March 1<sup>st</sup>*

**6' TABLE**

Standard table area consists of a 6' table with a clothed back wall. If you select a table all display items must sit on top of your table and not on the space around it. This option permits two vendor attendees max per table.

*Cost: \$1,800 before February 28<sup>th</sup> - \$2,000 after March 1<sup>st</sup>*

**Due Date:** Your space in the Show is NOT CONFIRMED until PAYMENT IS RECEIVED. The event always sells out, so we encourage you to coordinate registration and payment early. All payments are final and no refunds are given. All payments must be made by Friday, March 17<sup>th</sup> in order to participate in the event.

**Exhibits:** Exhibited items must be contained in your allotted space. Most of the event takes place on the 2<sup>nd</sup> floor so large equipment is discouraged – pictures, videos and product brochures are just as effective as large pieces. Items for your booth will need to be carried up a flight of steps or be small enough to fit on a conveyor belt. Alcoholic beverage samples are forbidden during the exhibition. Please call or email with specific questions on items to display.

**Web Listing:** Advertisement included with your space is a listing in our online vendor directory that is displayed for 12 months on our website, accessible to managers all year.

**Rules and Regulations**

**Space Reservation:** Booth spaces shall be assigned by the committee on a first come, first served basis after application and payment is received.

- Electricity:** Will be provided on a first come, first served basis. If you wish to have electricity, you MUST be specific about what your requirements are and what you will be using it for in advance. You must indicate the need for electricity on the registration form as it is not guaranteed to be coordinated for the day of the Show as lines must be run.
- Option 1: (2) Standard 110 Volt Outlets = \$100**  
**Option 2: (1) \*30 Amp Dedicated Feed with special outlet for large equipment (limited availability) = \$500**
- \*The 30 Amp Dedicated Feed cannot be coordinated the day of the event and must be done in advance. A photo of the plug is required with your registration.*
- Vendor Promotion:**
- Only the designated display space will be used by the vendor for product and service promotion. You cannot exceed your specified space.
  - All advertising/promotion by vendors must be in good taste and reasonable in terms of sound, smell and lighting, etc. (Our judgment will be final.)
  - Signage needs to be provided by your company. We do not supply signs.
  - Prize drawings and giveaways by individual vendors will be allowed, again in good taste.
  - Alcoholic beverages will not be allowed during the Show. Vendors wishing to exhibit alcohol can make arrangements to do so during the networking reception.
  - Most of the Show takes place on the 2<sup>nd</sup> floor, so large equipment is discouraged. Pictures, videos and product brochures can be just as effective as large pieces. Items for your booth will need to be carried up a flight of steps or be small enough to fit on a conveyor belt. We do NOT supply hand trucks, dollies or carts to help in the moving of display items.
  - The Show takes place on an indoor carpeted area. Food and ice displays cannot leak onto floor spaces.
  - You are responsible for the removal of all products and debris from your area immediately following the Show and for returning your space to the condition you received it in.
  - **Those displaying food must bring items the same day of the Show. The Glen Island Harbour Club will NOT be available to store or prepare food products for display. Their refrigerators and warming/cooking facilities cannot be utilized. Further, no equipment, plates, silverware or glassware is available.**
- Display Time:** We expect you to demonstrate respect for our Show and your fellow vendors. Kindly be ready by noon and remain operational until 5:00 p.m. unless otherwise directed. Be a good neighbor throughout the entire event. Trash receptacles will be provided for your convenience. Please police your own area.
- Set-Up/Breakdown:** Vendors will be allowed and are strongly encouraged to set up on Monday afternoon, March 20<sup>th</sup> from 2:00 p.m. to 5:00 p.m. Those who wish to set up the day of the Show may do so starting at 8:00 a.m., but should be set-up by 11:00 a.m. All deliveries must enter through the receiving area. Glen Island Harbour Club does not allow parcels to be brought in through the front door. All goods must be removed immediately after the Show. We will not take responsibility for anything left after 6:00 p.m. on March 21<sup>st</sup>. **The Glen Island Harbour Club does not allow any items to be pre-shipped. All goods must be delivered either Monday, March 20<sup>th</sup> or Tuesday, March 21<sup>st</sup> with the set-up person.**
- Exhibitors:** **Limit staff to 3 per booth/2 people per table. There will be an extra charge of \$150 per person for exhibitors above the allocated amount.** Badges will be provided, including name with company affiliation and are non-transferable.
- Liability Waiver:** The Metropolitan Club Foundation (MCF), the Metropolitan Chapter of the Club Management Association of America (MCMA) and The Glen Island Harbour Club are not responsible for loss, damage, illness (including viruses or illness from any communicable disease) or injury (including death that occurs to vendor, vendor's employees, or vendor/personal property at any time. Each vendor hereby expressly releases MCF, MCMA and The Glen Island Harbour Club by participating in the Vendor Show and initialing the complete Liability Waiver on the Registration Form.