

2025

VENDOR SHOW



TUESDAY | GLEN ISLAND HARBOUR CLUB
MARCH 18TH | NEW ROCHELLE, NY

You are invited to participate in the Metropolitan Club Foundation's Regional Vendor Show scheduled for Tuesday, March 18, 2025. This invitation is extended to you as a valued supporter of our past events or as someone who has expressed interest in our upcoming 2025 show.

This Vendor Show offers an excellent opportunity to showcase your products and services in a focused, intimate setting designed for one-on-one networking. Attendees will include General Managers and their management teams, such as chefs, controllers, purchasing agents, and food & beverage directors, from clubs in Westchester, Long Island, upstate New York, lower Connecticut, and New York City.

Benefits of participation:

1. **Networking Opportunity** | Engage in meaningful conversations with decision-makers from clubs that consistently require and purchase products and services.
2. **Online Vendor Directory** | All participating vendors will be featured in our online Vendor Directory, showcased on our Foundation's website post-event, and accessible to managers year-round.
3. **Club Roster** | Following the show, vendors will receive a roster detailing the clubs that attended with their mailing addresses, facilitating post-event follow-up.

To secure your spot:

Registration: Complete your registration for the 2025 event online here.

Confirmation: Upon registration, an email confirmation and invoice will be sent. Spaces will be confirmed upon receipt of payment.

Please note that this event is highly sought-after, and spaces are limited. Confirmation is only guaranteed once payment is received.

Additional details regarding the day of the show will be communicated to all vendors in mid-March, once all spaces have been reserved.

For any inquiries, please contact us at expo@metcf.org.

We appreciate your continued support and look forward to your participation.



Event Date: Tuesday, March 18, 2025

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: **3 OPTIONS AVAILABLE.** The cost of registration includes lunch (available to exhibitors from 11:00 a.m. to noon) and an 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' SPACE

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. Limited spots.

Cost: \$2,750 before February 28th - \$3,000 after March 1st

STANDARD BOOTH | 8' x 8' SPACE

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

Cost: \$2,300 before February 28th - \$2,500 after March 1st

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 in the space around it. This option permits two vendor attendees max per table.

Cost: \$1,800 before February 28th - \$2,000 after March 1st

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.*

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 Tuesday, March 11th in order to participate in the event. Booth spaces shall be assigned by the committee on a first come, first served basis after application and payment is received.

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

Display Time

- Booths are operational from **12:00 p.m. until 5:00 p.m.** the day of the Show.
- Trash receptacles will be provided; vendors are responsible for keeping their area tidy.

Exhibitors

- Limit staff to **3 per booth** or **2 per table**.
- Additional staff: \$150 per person.
- Badges are non-transferable and include names with company affiliation.

Exhibits

- Items must fit within your allotted space.
- Large equipment is discouraged due to the second-floor location. Use pictures, videos, or brochures instead.
- Booth items must be carried upstairs or fit on a small conveyor belt.
- Alcoholic beverage samples are not allowed to be served during the trade show from 12:00 pm. to 5:00 p.m.
- Contact us with questions about display items.

Set-Up/Breakdown

- Set-up is strongly encouraged on **Monday, March 17th** from **2:00 p.m. to 5:00 p.m.**
- Day-of set-up begins **Tuesday, March 18th at 8:00 a.m.** and must be completed by **11:00 a.m.**
- Deliveries must enter through the receiving area (there is no front-door access, vendors load in through loading dock).
- Goods must be removed immediately after the Show ends; items left after **6:00 p.m.** will not be our responsibility.
- Pre-shipping items to Glen Island Harbour Club is not allowed.

Space Reservation

- Booths are assigned on a first-come, first-served basis after payment and application are received.

Vendor Promotion

- Vendors may only promote products/services within their designated booth space.
- Advertising must be tasteful and reasonable in terms of sound, smell, and lighting.
- Vendors are responsible for their own signage.
- Prize drawings and giveaways are allowed but must adhere to good taste.
- Alcohol displays are only permitted during the networking reception, not the Show.
- Food displays must not leak; Glen Island Harbour Club facilities, equipment, and supplies are not available for food preparation or storage.
- Vendors are responsible for removing all products and debris after the Show and leaving their space as it was provided.

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.

Additional questions? Please email expo@metcf.org.

List of vendors participating in the [2024 Show are here](#).