

Metropolitan
**Club
Foundation**

Date: December 30, 2011
To: Valued Purveyor
From: Vendor Show Committee

You are receiving this invitation to participate in the Metropolitan Club Foundation's Regional Vendor Show scheduled for Tuesday, March 20, 2012 either because you have been a valued supporter of our Show in the past or because you have inquired about the upcoming show.

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 contacts. You will be 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.

If you participate in the Show, you will automatically be listed in our on-line vendor directory which is permanently displayed on the Metropolitan Club Manager's website 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 mailed a roster of club's that attended the event listing the clubs name and address information.

Please review the entire enclosed package and fill out all forms completely. Please be aware that the Show is always a sell-out and that the limited spaces will not be held until we receive your check and completed application. If you have any questions, contact the Vendor Show Hotline via Beach Point Club at (914) 698-1600, ext.109

Show confirmations and additional information will be sent to you in March after all spaces have been reserved. If additional forms are needed, please contact us.

Thank you for your continued support.

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- Date:** Tuesday, March 20, 2012
- Time:** Noon to 5:00 P.M. for Vendor Show
5:00 P.M. to 7:00 P.M. for Reception (Dress: Jackets Required)
- Location:** Glen Island Harbour Club
Glen Island Park
Weyman Avenue
New Rochelle, New York 10805
- Booth Size:** Standard table area consists of a 6' table with a clothed back. All display items must sit on your table.
- 8' x 10' standard booths are available with side and back cloth to include (2) 6' tables and (2) chairs.
- 8' x 10' premium booths are also available with side and back cloth to include (2) 6' tables and (2) chairs. Premium booths are located on corners or in high traffic areas.
- Cost:** 6' Table = \$1,400
8' x 10' Standard Booth = \$1,850
8' x 10' Premium Booth = \$2,450
- Exhibits:** Exhibited items must be contained in your allotted space. Most of the Show takes place on the 2nd 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 with specific questions on items to display.
- Web Listing:** Advertisement included with your space is a listing in our on-line directory permanently displayed on the Association's website accessible to managers 365 days a year. Available at a discount is full page web ads at \$500. Please be sure to include a CD-ROM of text and graphics or email them to randy@beachpointclub.org. Please note: If you had a web listing last year and wish to use the same content there is no need to send us a new copy.
- Food:** **Lunch (available to exhibitors from 11:00 a.m. to Noon) and the cocktail reception are included with your registration for up to 3 people per booth/table. Additional tickets may be purchased at \$100 per person.**
- Due Date:** Payment and ad must be received by Friday, March 9, 2012. The Show always sells out so please coordinate registration form and payment early. Your space is NOT RESERVED until PAYMENT IS RECEIVED. All payments are final and no refunds are given.
- Contacts:** Questions can be answered by calling (914) 698-1600, ext. 109

Rules and Regulations

- 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. You must indicate the need for electricity on the registration form as it will not be able to be coordinated the day of the Show. The cost is as follows: (2) 110 Volt Outlets = \$ 100; (4) 110 Volt Outlets = \$ 200; (1) 30 Amp Dedicated Feed = \$400 and (1) 30 Amp Dedicated Feed with special outlet for large equipment = \$500.
- Space Reservation:** Spaces shall be assigned by the committee on a first come, first served basis after application and payment are received.
- Vendor Promotion:**
- Only the designated display space will be used by the vendor for product and service promotion. You can not 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 will 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 cocktail party.
 - Most of the Show takes place on the 2nd 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 can not 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. 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 19th from 1:00 p.m. to 5:00 p.m. (Security will be provided overnight and we will do our best to “keep watch” over your property.) 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 11:00a.m. All deliveries must enter through the receiving area. No parcels are allowed 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 20th. **The Glen Island Harbour Club does not allow any items to be pre-shipped. All goods must be delivered either Monday, March 19th or Tuesday, March 20th with the set-up person.**
- Exhibitors:** **Limit staff to 3 per booth. There will be an extra charge of \$100 per person for exhibitors above the 3 per booth maximum.** Badges will be provided, including name and company.
- Liability Waiver:** The Metropolitan Club Foundation (MCF), the Metropolitan Club Managers Association (MCMA) and The Glen Island Harbour Club are not responsible for injury, loss or damage 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 signing the Liability Waiver on the Registration Form.

Vendor Registration Form
2012 Regional Vendor Show
to benefit the Metropolitan Club Foundation
Glen Island Harbour Club - New Rochelle, New York
Tuesday March 20, 2012

Please remember checks *must* be received by Friday, March 9, 2012 to reserve your space.
For more information call: (914) 698-1600, ext. 109

PLEASE PRINT CLEARLY

Company Name _____

Company Contact _____ Contact E-mail _____

Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

Web Site _____

What product(s)/service will you be exhibiting? _____

Will you have large equipment? If so, what? _____

Names of Attendees for Badges (**PLEASE PRINT**) [3 badges included per booth]

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note all booths will be assigned at the discretion of the committee and will be given on a first come, first served basis.

Total amount enclosed:

_____ 6' Table \$ 1,400
_____ 8' x 10' Standard Booth \$ 1,850
_____ 8' x 10' Premium Booth \$ 2,450
\$ _____ Booth

\$ _____ Additional attendees (beyond the allowed 3 per booth/table)
_____ at \$100 per person

\$ _____ Electricity
_____ (2) 110 Volt Outlets \$ 100
_____ (4) 110 Volt Outlets \$ 200
_____ (1) 30 Amp Dedicated Feed \$400
_____ (1) 30 Amp Dedicated Feed with special outlet for large equipment \$500

What is electricity needed for: _____

How many amps: _____ What type of plug do you have? _____

\$ _____ Vendor Web Directory (show participants receive \$500 credit towards directory ads and listing)
_____ Web Listing - \$500 (free with show participation)
_____ Full Web Page Ad - \$1,000 (\$500 with show participation)
(Copy and artwork need to be included on a CD-ROM or emailed to
randy@beachpointclub.org for a Full Web Page Ad.)

\$ _____ TOTAL ENCLOSED (Make check payable to **Metropolitan Club Foundation**)
All payments are final as this is a charity event. No refunds are given in the event of
cancellations.

Complete the application below, sign it and mail with check to:

*Metropolitan Club Foundation
Beach Point Club
900 Rushmore Avenue
Mamaroneck, New York 10543*

Liability Waiver

The Metropolitan Club Foundation, the Metropolitan Club Managers Association and the Glen Island Harbour Club are not responsible for injury, loss or damage that occurs to vendor, vendor's employees or vendor/personal property at any time. Each vendor hereby expressly releases the Metropolitan Club Foundation, the Metropolitan Club Managers Association and the Glen Island Harbour Club from such liabilities.

Company Authorized Signature