



## **2019 Regional Vendor Show Invitation**

### **Tuesday, March 19, 2019**

You are receiving this invitation to participate in the Metropolitan Club Foundation's Regional Vendor Show scheduled for **Tuesday, March 19, 2019** either because you have been a valued supporter of our show in the recent 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 networking. 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 online Vendor Directory, which is permanently displayed on our Foundation's website for the upcoming year, 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 the clubs that attended the event listing the clubs name and address information for post event follow-up.

Please review the entire enclosed package and fill out all forms completely. Please be aware that the event 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 or via email at [expo@metcf.org](mailto:expo@metcf.org).

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 at any time.

Thank you for your continued support.



**Event Date:** Tuesday, March 19, 2019

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

**Location:** Glen Island Harbour Club  
1 Glen Island Park  
Weyman Avenue  
New Rochelle, NY 10805

**Booth Info:** There are three booth options available. The cost of registration includes lunch (available to exhibitors from 11:00 a.m. to noon), as well as the 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 \$100 per person. Electricity can also be purchased for those needing it.

#### **PREMIUM BOOTH**

8' x 10' premium booths come with side and back cloth draping and include up to (3) 6' tables and (2) chairs. They are located on corners or in other high traffic areas.

Cost: \$2,500 before February 28<sup>th</sup>, \$2,750 after March 1<sup>st</sup>

#### **STANDARD BOOTH**

8' x 8' standard booths come with side and back cloth draping and include (2) 6' tables and (2) chairs.

Cost: \$2,000 before February 28<sup>th</sup>, \$2,250 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.

Cost: \$1,500 before February 28<sup>th</sup>, \$1,750 after March 1<sup>st</sup>

**Due Date:** Payment must be received by Friday, March 8<sup>th</sup> to confirm your spot in the Show. The event always sells out so we encourage you to coordinate registration form and payment early. Your space is NOT RESERVED until PAYMENT IS RECEIVED. All payments are final and no refunds are given.

**Exhibits:** Exhibited items must be contained in your allotted space. Most of the Show 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.

**Contacts:** Questions can be answered by calling (914) 698-1600, ext. 109 or via email at expo@metcf.org.

## 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; (1) 30 Amp Dedicated Feed with special outlet for large equipment = \$500 (photo of plug required). The 30 Amp Dedicated Feed cannot be coordinated the day of the event and must be done in advance.
- 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 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 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 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. 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 18<sup>th</sup> 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 11:00 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 19<sup>th</sup>. **The Glen Island Harbour Club does not allow any items to be pre-shipped. All goods must be delivered either Monday, March 18<sup>th</sup> or Tuesday, March 19<sup>th</sup> with the set-up person.**
- Exhibitors:** **Limit staff to 3 per booth/2 people per table. There will be an extra charge of \$100 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 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.

**2019 Regional Vendor Show**  
*to benefit the Metropolitan Club Foundation*  
**at Glen Island Harbour Club - New Rochelle, New York**  
**Tuesday, March 19, 2019**

---

**Vendor Registration Form**

Register via this form or online at [www.metcf.org/vendor-show](http://www.metcf.org/vendor-show).

Payment *must* be received by Friday, March 8<sup>th</sup> to confirm your booth.

***For more information call: (914) 698-1600, ext. 109 or email [expo@metcf.org](mailto:expo@metcf.org).***

**PLEASE PRINT CLEARLY**

Company Name \_\_\_\_\_

Company Contact \_\_\_\_\_ Contact E-mail \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact Number \_\_\_\_\_ Web Site \_\_\_\_\_

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

Will you have large equipment? If so, what? \_\_\_\_\_

Is this the first time your company will be participating in this event? \_\_\_\_\_

Names of Attendees for Badges (**PLEASE PRINT**)

Three badges included per booth purchase. (Two badges included per table purchase.) Additional badges cost \$100 each. Badges will be provided, including name with company affiliation and are non-transferable.

**NAME**

**POSITION**

**EMAIL**

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

***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 \$1,750 after March 1<sup>st</sup> (\$1,500 before February 28th)  
\_\_\_\_\_ 8' x 8' Standard Booth \$2,250 after March 1<sup>st</sup> (\$2,000 before February 28th)  
\_\_\_\_\_ 8' x 10' Premium Booth \$2,750 after March 1<sup>st</sup> (\$2,500 before February 28th)

\$ \_\_\_\_\_

\$ \_\_\_\_\_ Additional attendees (beyond the allowed 3 per booth/2 per table)  
\_\_\_\_\_ at \$100 per person

\$ \_\_\_\_\_ Electricity  
What is electricity needed for: \_\_\_\_\_

\_\_\_\_\_ (2) 110 Volt Outlets - \$100

\_\_\_\_\_ (1) 30 Amp Dedicated Feed with special outlet for large equipment - \$500

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

*Photo of plug must be emailed for anyone needing a dedicated feed – send photo to expo@metcf.org.*

\$ \_\_\_\_\_ Online Listing Only - \$500 (For vendors not participating in Show)  
A free online listing and link to your website is included with event participation.

\$ \_\_\_\_\_ TOTAL ENCLOSED (Make check payable to **Metropolitan Club Foundation**)  
All payments are final as this is a charity fundraising event. No refunds are given in the event of cancellations. Alternatively, payment can be made via credit card by using the Pay Now button on our website at metcf.org. Credit card payments are subject to a processing fee.

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

*Metropolitan Club Foundation  
c/o 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