



## **2022 Regional Vendor Show Invitation**

### **Tuesday, March 22, 2022**

You are receiving this invitation to participate in the Metropolitan Club Foundation's Regional Vendor Show scheduled for **Tuesday, March 22, 2022** either because you have been a valued supporter of this Show in the past or because you have inquired about the 2022 event. We are thrilled to return after two years and look forward to networking again.

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, which has been sorely missed. 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.

Our Show will adhere to all Covid safety precautions recommended by the CDC in March of 2022.

Participating vendors will be listed in our online Vendor Directory, which is permanently 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 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, email [expo@metcf.org](mailto:expo@metcf.org) or call (914) 347-4653, ext.344.

Show confirmations and additional information will be sent to you in March after all spaces have been reserved.

Thank you for your continued support.



**Event Date:** Tuesday, March 22, 2022

**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 Show  
5:00 p.m. to 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), and possibly 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 \$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: \$2,750 before February 28<sup>th</sup>, \$3,000 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: \$2,300 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 only permits two vendor attendees.

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

**Due Date:** Your space in the event is NOT RESERVED until PAYMENT IS RECEIVED. The event always sells out so we encourage you to coordinate registration form and payment early. All payments are final and no refunds are given. All payments must be made by Friday, March 11<sup>th</sup>.

**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) 347-4653, ext.344 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 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 have to be run.
- Option 1: (2) Standard 110 Volt Outlets = \$ 100**  
**Option 2: (1) \*30 Amp Dedicated Feed with special outlet for large equipment = \$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 in advance as we must coordinate running power with an electrician.*
- Space Reservation:** Booth 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 21<sup>st</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 22<sup>nd</sup>. **The Glen Island Harbour Club does not allow any items to be pre-shipped. All goods must be delivered either Monday, March 21<sup>st</sup> or Tuesday, March 22<sup>nd</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 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 signing the complete Liability Waiver on the Registration Form.

**2022 Regional Vendor Show**  
*to benefit the Metropolitan Club Foundation*  
**at Glen Island Harbour Club - New Rochelle, New York**  
**Tuesday, March 22<sup>nd</sup>**

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**Vendor Registration Form**

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

**Those that register for the Show will need to be vaccinated.**

Payment *must* be received by Friday, March 11<sup>th</sup> to confirm your booth.

***For more information call: (914) 347-4653, ext.344 or email 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.

<b><u>NAME</u></b>	<b><u>EMAIL</u></b>	<b>VACCINATED (Y/N)</b>
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***ADDITIONAL ATTENDEES - \$100 EACH***

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***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 \$1,800 before Feb 28<sup>th</sup> (\$2,000 after March 1<sup>st</sup>)  
\_\_\_\_\_ 8' x 8' Standard Booth \$2,300 before Feb 28<sup>th</sup> (\$2,500 after March 1<sup>st</sup>)  
\_\_\_\_\_ 8' x 10' Premium Booth \$2,750 before Feb 28<sup>th</sup> (\$3,000 after March 1<sup>st</sup>)

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

\$ \_\_\_\_\_ 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)

\$ \_\_\_\_\_ **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.

**Alternately you can register online at [www.metcf.org](http://www.metcf.org). Need an invoice? Email [expo@metcf.org](mailto:expo@metcf.org).**

Liability Waiver

The Metropolitan Club Foundation, the Metropolitan Chapter of the Club Management Association of America 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.

Attendee expressly assumes and releases the above named parties from all risks, claims, damages, losses, costs, and expenses, whether or not reasonably foreseeable, associated with, resulting from, or arising in connection with Attendee's participation or presence at the Vendor Show, including, without limitation, all risks of harm, damage, illness (including viruses or illness from any communicable disease) or injury (including death) to or related to Attendee and his or her person or property.

Attendee expressly agrees to fully comply with all applicable COVID-19 health and safety measures, rules and protocols that govern and/or apply to attendance at the event issued from time to time by any local, State or national authority (including public health authorities) which includes both (i) the State & County mandates and (ii) CDC guidelines; and facility/organizer requirements. These measures may include, without limitation, the requirement to wear face masks at all times, maintain appropriate social distance and comply with directions of any security personnel tasked with upholding COVID-19 health and safety measures. We reserve the right to remove any Attendee from the event for failure to adhere to the required COVID-19 health and safety measures and protocols for attendance at the event, as notified to the Attendee from time to time.

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

***Mail with Payment to:  
Metropolitan Club Foundation  
Heather Apgar  
49 Knollwood Road  
Elmsford, NY 10523***