

Fly Fishing Show®

January 19-21, 2018



Royal Plaza Trade Center

181 Boston Post Road West

Marlborough, MA 01752

888-543-9500

www.rplazahotels.com

NON-PROFIT SERVICE KIT



January 19-21, 2018
Royal Plaza Trade Center
Marlborough, MA

Dear Fly Fishing Show® Exhibitor,

Thank you for choosing to exhibit at the Fly Fishing Show®, held January 19-21, 2018 at the Royal Plaza Trade Center in Marlborough, MA.

This is our easy-to-use Exhibitor Service Kit. The kit is complete with information and services pertinent to making your show experience smooth and successful.

Exhibitor Check-in Counter

Exhibitor badges are available for pick-up Thursday **(1/18)** during set up time and Friday **(1/19)** morning starting at 8:00am. Please go to Exhibitor Check-in located near the front of the show when you arrive.

We ask that you please review all deadlines carefully as many of the services provided are time sensitive and offer pre-show discounts.

If you have any questions please call directly at 814-443-3638 or by email jen@flyfishingshow.com.

Sincerely,
Jennifer Barkman



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4. Set-up and tear down info, host hotel and travel and tax information. Please note hotel cut-off date for discounted rate.
5. Volunteer Pass Policy
6. Discounted Ticket Order Form
7. Show regulations

Please see the separate attachment from our show decorator, Capital Conventions, to order furnishings, electricity and WiFi for your booth.

Page 10 – Table order form
Page 13 – Carpet order form
Page 26 – Electric order form
Page 27 – WiFi order form

Use of duct tape or any other adhesive that is not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges.

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Set up: Thursday January 18th 10:00am-9:00pm
Friday January 19th 8:00am-10:00am
Tear Down: Sunday January 21st 5:00pm-10:00pm

HOTEL

Best Western Royal Plaza
181 Boston Post Road West
Marlborough, MA 01752
(508) 460-0700

<http://www.rplazahotels.com>

To make your reservations online, click on group rate booking.

Group Login: FLYFISH18 Mention this code for a special rate of \$115.00 for a single or double, \$125 for a triple, \$135 for a Quad.

Cut-off date for these special rates is **Friday 12/29/17. **You will NOT be able to get the discounted rate after this date.**

TRANSPORTATION

Airport Limo Boston: Shuttle service from the airport
Book online at <http://airportlimoboston.com>

MASSACHUSETTS Sales Tax Rate is 6.25%

Commonwealth of Massachusetts, Department of Revenue Services, PO Box 7010, Boston, MA 02204 (617) 887-MDOR, Toll-free in Massachusetts 1-800-392-6089, www.mass.gov/dor

Are out-of-state vendors' responsibilities the same as in-state vendors' responsibilities? Yes. Out-of-state vendors generally have the same responsibilities as Massachusetts's vendors.

You will need to fill out form ST-1 Sales and Use Tax Registration. There is an online Application for Original Registration. You must have either your SS# or your EIN# to complete the process.



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Volunteer Fly Fishing Show® Pass Policy

In addition to your discounted space, The Fly Fishing Show® permits **5 hand stamps** per day for your volunteer helpers to enter the show. There are certain show exceptions where the volunteer booths are in the entrance lobby or outside the entrance to the show floor. If you are placed inside the exhibit hall, the **5**-hand stamp policy will be honored. If you are in the lobby and you also plan to enter the show, you would need to purchase a ticket.

Once your **5** volunteers have been stamped, you are permitted to purchase a price-reduced ticket. If it is a three day show this means you have a total of **15** entrance hand stamps, but limited to **5** each day.

This policy has been working for everyone. Remember your booth is offered at a substantial discount and we often turn away exhibitors closer to the show date that want to rent your space, which is around \$1000 per booth. You are valuable to the show and our sport, for all your dedicated work and promotion. We need booth fees to pay for magazine ads, radio, TV, and brochures, but we also need you. Thanks for helping promote our sport and being an integral part of our show family.

Please remember that we provide your space, but you are responsible for the table and purchasing electric if you need it. Feel free to contact the office if you have any questions.

Show Requests

Please refrain from retail sales. Raffles for volunteer funding is acceptable. If you are selling tickets for a raffle confine your sales to your space. No hawking in the aisles, thanks. And, confronting customers must be done politely. Refrain from aggressive selling and you'll have better results. We don't want our customers to feel pitched. Your cooperation is appreciated. Even though we could sell your space, the work that your organization or club performs allows us to enjoy our sport. Without fishing water there would be no Fly Fishing Show.

Please do your best to promote the show in return for the booth. Let all your club members and friends know via newsletters, emails, websites and social media. Please e-mail or send us a copy of your newsletter where our show is mentioned. The better job everyone can do to promote the show, the better it helps us all have a successful show.

Find all other Show rules and regulations for booth set up located in our exhibitor kits, including equipment rental information.

Thank you,

The Fly Fishing Show®

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Discounted Pre-Purchased Tickets

You may pre-purchase discounted tickets for your club or organization in blocks of 20 or more at a discounted rate of \$10.00 each.

Please complete the form in its entirety.

Mail Tickets to:

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ **Zip Code:** _____

Phone Number: _____

Email: _____

Number of tickets needed: _____

PAYMENT INFO:

Enclose check payable to: **FLY FISHING SHOW®**

Pay by Credit Card: Visa/MasterCard/Discover/American Express

Name on Card _____

#: _____ **EXP DATE:** ____ / ____

CSV _____ **Billing Zip Code:** _____

Signature _____

Please remit form to:

The Fly Fishing Show®, 531 N. Center Ave.; Suite 102, Somerset, PA 15501

Email: admin@flyfishingshow.com Or FAX: 814-443-3943



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Fly Fishing Show® Regulations

These regulations are part of the contract

- Exhibitors may not share booth space without the express approval of the show director, nor may they sell, sub-let, or otherwise assign their space. The exhibitor whose name appears on this contract is the only entity allowed to exhibit in the booth assigned. Violation is cause for immediate dismissal from the show.
- Only those products/services listed on your contract are allowed in your booth and you may promote these only within the confines of your booth. You are not permitted to solicit in the aisles, put out literature in the lobby, or anywhere other than your booth. The director must approve any exceptions.
- Unless the show director gives his express approval the sides of your exhibit extending beyond 5' from the curtain backdrop may not exceed 48" inches in height and no part of your exhibit may exceed the height of the curtain backdrop.
- Exhibits must be ready and staffed 15 minutes before the show opens and be manned at all times.
- Show director will assign all spaces and reserve the right to reassign spaces.
- All exhibits must have their names and booth numbers boldly displayed. You may use the sign we provide or your own.
- Acceptance of this contract by the management is for the year **2018** only.
- Nothing edible or drinkable may be sold, dispensed, or given away without prior approval.
- All exhibits must be orderly and blend in with the catch and release fly-fishing themes of the show. No animal heads or other animal parts may be displayed except for small portions of animal fur for sale as fly tying materials. In case of any doubt, ask us first.
- All exhibitors must refrain from displaying a "flea market" look. Signs must be professional and sales should only be a portion of your booth, never an entire booth. Management has the right to have unprofessional signs removed. We recommend show specials not to exceed 30% of your display. **Booth tables must be covered and skirted** either by you or our show decorator. Please no bare undressed tables.
- Use of duct tape or any other adhesive that is not pre-approved will not be permitted on walls or linens. Any unapproved use may result in damage charges.
- Consumption of alcoholic beverages not purchased from a licensed vendor is not permitted and can result in the removal from the show.

****The show management will not be held liable to the exhibitor, to his employees to his agent, or to his guests, for any damage, loss, injury from fire, water, storm, adverse weather, electricity, smoke, theft, labor disputes, acts of other exhibitors, acts of the convention center, acts of any governmental agent, or any causes whatsoever beyond the control of The Fly Fishing Show®.***