



# 2019 Manchester Lions Home & Garden Show

Augusta Civic Center - Augusta, Maine

Friday April 5<sup>th</sup> - Sunday April 7<sup>th</sup>

## Exhibitor Contract

Item	Fee	Qty	Subtotal
Standard (10w x 8d) Booth	\$ 350	x _____	= \$ _____
Standard End of Aisle	\$ 400	x _____	= \$ _____
Premium (10w x 10d) Booth	\$ 400	x _____	= \$ _____
Premium End of Aisle	\$ 450	x _____	= \$ _____

Note: Each booth includes one table and one chair. Order additional equipment below.

Electricity (110)	\$ 40	x _____	= \$ _____
Electricity (220)	\$ 90	x _____	= \$ _____
Table Cover	\$ 10	x _____	= \$ _____
Table Skirt	\$ 17	x _____	= \$ _____
Additional Table	\$ 12	x _____	= \$ _____
Additional Chair	\$ 2	x _____	= \$ _____

**TOTAL AMOUNT DUE ..... \$ \_\_\_\_\_**

**A 50% deposit of your TOTAL AMOUNT DUE is required to reserve your space.**

**A 5% discount of the BOOTH FEE (only) is available if contract and deposit are received by January 31, 2019.**

1. **Company Name:** \_\_\_\_\_  
(Please print company name EXACTLY as you wish it to appear in printed materials)

2. **Contact name to be listed in all printed materials:** \_\_\_\_\_

3. **Mailing Address:** \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

5. **Email:** \_\_\_\_\_

6. **Who should Manchester Lions contact with any booth or trade show questions?**  
\_\_\_\_\_

7. **Description of products or services:** (25 words or less – for show website and announcements during show)  
\_\_\_\_\_  
\_\_\_\_\_

8. **Show Special** - We encourage you to offer Special rates that will apply only to sales or commitments made during the show. These offers will be listed on show website and announced at the show.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 9. New Times

\_\_\_\_\_ I have read and agree to the new times for the show, setup and breakdown listed below.

\_\_\_\_\_ I will completely breakdown my booth on Sunday, after the show closing at 4 pm.

\_\_\_\_\_ I will require time on Monday to breakdown my booth, prior to noon.

## 10. Payment Information

\_\_\_\_\_ Enclosed is a check for \$\_\_\_\_\_ made out to **Manchester Lions Club**

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

## Terms of Contract

By signing this contract, the exhibitor agrees to the following terms:

1. Exhibitors will abide by the rules & regulations of this contract and the Augusta Civic Center.
2. It is agreed that the space assigned to the exhibitor will be accepted by the exhibitor.
3. The Manchester Lions Club reserves the right to refuse contract applications for any reason they deem necessary.
4. Exhibitor agrees to hold harmless the Manchester Lions Club, or any of its agents, from any and all losses.
5. A refund of 2/3 of the booth fee is available for cancellations before March 1.
6. All outstanding booth fees must be paid prior to setting up.
7. Exhibitor agrees not to break down booth before 4:00 pm on Sunday, April 8<sup>th</sup>.
8. Any returning exhibitors responding by January 31<sup>st</sup> may reserve their 2018 booth location.
9. Winners for all door prizes must be publicly announced by the end of the show.
10. Exhibitors may not promote or advertise companies other than their own without written permission.
11. Organizers reserve the right to limit the number of exhibitors in any business category.

## Show Dates & Times

Friday, April 5 from 1:00 pm – 7:00 pm

Saturday, April 6 from 9:00 am – 6:00 pm

Sunday, April 7 from 10:00 am – 4:00 pm

## Setup Dates & Times

Thursday, April 4 from 7:30 am – 8:00 pm

Friday, April 5 from 7:30 am – 1:00 pm (Overhead door closes at 12:30 pm)

## Breakdown Dates & Times

Sunday, April 7 from 4:00 pm – 8:00 pm

Monday, April 8 from 8:00 am – 12:00 pm

Complete this contract and return to:

**Manchester Lions Club**

**P O Box 1**

**Manchester, Maine 04351**

Questions concerning vendor space, exhibitor contract or sponsorships, please contact Lion Dave Weeks at 207-622-0439 or 207-458-2415.

*Please retain a copy of this form for your files. Thank you!*

Phone: (207) 622-0439

Email: manchesterlions@yahoo.com

Web: www.lionshomeandgardenshow.org