



School Nutrition Association of New Hampshire

making the right food choices, together

May, 2011

Dear Vendor,

Welcome to another busy school year! We are eager to see and hear what you have that is new and exciting to help us strengthen our programs! With that in mind, our Vendor Showcase will be held on **Thursday, August 11, 2011** at the Grappone Center, Concord N.H. Last years show was such a great success, we had a record numbers of attendees and we sold out of the vendor booths. We want this day to be all about you and your products so please respond quickly.

Benefits:



Our members will have a chance to meet you and sample your products/information before school starts.



Corresponds with the State of N.H.'s annual workshop held on August 10th



Commodity Sampling will be at the showcase

Remember to:

- 1) Send payment for electrical needs to Gimas Electric (form enclosed in packet)
- 2) Set up is from 6am-10am, showcase will begin at 10:00am until 2:00pm.
- 3) Any leftover food will be donated to a local food shelf
- 4) You cannot cook or store food at the Grappone Center
- 5) Any equipment brought into the exhibit hall must fit ***within*** your 8x8 booth space(s)
- 6) Payment due by Monday, *June 28th, 2011 you must pay before the show or contact Barbara or Susan to make other arrangements. ***After June 27th fee will increase to \$800.00***
- 7) You will know your booth number and floor arrangement when you register the day of the show.

We are looking for booth raffle prizes to be given out at the end of the Showcase, and hope that you will help us out with that. Prizes can be anything you want—product, gift certificates, etc. If you are interested in providing a raffle prize, please contact us by July 9th so that we may advertise your raffle prize in our Showcase map:

John Shaffer jshaffer@alton.k12.nh.us 603 875-0388 or Danielle Collins dcollins@sprise.com (603) 673-2690 x114

This mailing contains the electrical information, the contract, registration, and vendor membership information. As always, thank you for your support of the Association and Child Nutrition!

Sincerely,

John Shaffer
Conference/Vendor Chair



School Nutrition Association of N.H.
Vendor Showcase
Concord, NH
August 11, 2011
EXHIBITOR CONTRACT

1. **EXHIBITOR** hereby agrees to display in the Showcase of the SNA of N.H. at The Grappone Center, in Concord, New Hampshire on August 11, 2010 from 10:00 am to 2:00 pm.
 - A. The rate of the 8 foot wide with an 8-foot back drop booth is \$750 to include: one draped table, chair, and side curtains. **Additional tables will be charged at \$15 each if ordered prior to June 28th, 2011. Booths ordered after this date will be charged \$800.00, tables ordered after this date, will cost \$30 each, paid directly to the set up company, and they will be of limited availability.**
Booth numbers and floor plan will be given the morning of exhibit.
 - B. **Electrical needs:** must be ordered using the enclosed electrical service request form and sent directly to Gimas Electrical Corp. PO Box 6175, Manchester, and N.H. 03108.
 - C. **EXHIBITOR** agrees that exhibit locations within the designated areas for the Showcase will be given on the morning of the show.
EXHIBITOR agrees to return the enclosed Registration Contract Form with the names of those individuals from the company who will attend this convention.
 - D. **Exhibitors must check in at Vendor Registration desk prior to setup.**
 - E. A check for the full amount owed must be returned with contract prior to Monday, June 27th, 2011.
2. **EXHIBITOR** agrees to use and pay to exhibit as described above, and also to terms and information as set forth for this convention. Exhibitor agrees not to sublet or apparition to anyone else and to abide by rules and conditions set forth in this contract.
3. Neither SNA of N.H. nor The Grappone Center shall be responsible for any injury that may arise to exhibitors, their employees or agents, guests, or business invitees. Protection against loss of or damage to Exhibitor's goods, or property from any cause whatsoever while in transit to or from, or while at the convention location shall be the Exhibitor's responsibility. Exhibitor's Public Liability Insurance protection against such loss or injury is mandatory under this contract.
4. **EXHIBITOR** shall be responsible for any and all damage incurred to The Grappone Center, be the damage caused by the Exhibitor, his employee or agents, guests, or business invitee or caused by careless use of the Exhibitor's equipment, or if the Exhibitor should lose control of his equipment.
5. **EXHIBITOR** shall be responsible for delivery, handling, erection and removal of his own displays and materials.
6. When an ACT OF GOD or any other cause not within the control of the PRODUCER make it impossible to permit the Exhibitor to occupy the premises, or to demonstrate his equipment, then in such case, SNA of N.H., its officers, agents, and employees are jointly released from any and all claims for damages which may arise in consequence thereof.
7. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, or otherwise fixed to walls, floors or any part of the exhibition rooms. All necessary measures for protection of the buildings, equipment and furniture shall be at the expense of the Exhibitor.
8. SNA of N.H. will not be responsible for loss incurred by fire, theft, or water damage.
9. **ALL BOOTHS MUST BE ATTENDED BY A QUALIFIED REPRESENTATIVE DURING EXHIBIT HOURS.**
10. Contracts or payment to exhibit or attend shall be accepted on location at the convention only on a space available basis and only after pre-registered exhibitors are setup.
11. **EXHIBITOR agrees not to distribute bags to attendees.**

This form serves as your Receipt/Invoice



The Grappone Center, Concord, New Hampshire
August 11, 2011
Registration Form

PLEASE SIGN AND RETURN THIS CONTRACT, BY Monday, June 27, 2011* OR SOONER, WITH FULL PAYMENT TO:
SNA of N H, C/O John Shaffer Alton Central School PO Box 910 Alton, NH 03809

*** After June 27th fee is increased to \$800.00**

ALL REPRESENTATIVES MUST HAVE A CONFERENCE BADGE TO BE ADMITTED.

EXHIBITOR _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE # _____ FAX # _____

EMAIL: _____

ACCEPTED BY _____
(print name) (title)

SIGNATURE _____

Are you a commodity processor?
If so, what products do you offer:

BOOTH INFORMATION:

8 foot wide booth with 8 foot back drop and 1 – 6/8' table for \$750.00 _____ \$ _____

After June 27th cost increases to \$800.00

Cloth table cover provided, *Sorry, no 1/2 booths sold*
Extra Tables (paper table cover provided) \$15.00 each # of Tables _____ \$ _____

There is no registration fee for the first two representatives from a company per booth.
Additional representatives must pay \$10 per person.

Print names of company representatives attending, as you want their names to appear on badges.

	NAME	COST
1.	_____	No Charge
2.	_____	No Charge
3.	_____	\$10
4.	_____	\$10
5.	_____	\$10
6.	_____	\$10
	TOTAL ADDITIONAL REPRESENTATIVES:	\$ _____

MAIL COMPLETED ORDER FORM WITH PAYMENT TO:

Gimas Electrical Corporation
 P.O. Box 6175
 Manchester, NH 03108-6175
 Office: (603) 666-4343
 Fax: (603) 644-7972
 gimaselectric@verizon.net

**SNA-NH
 Grappone Center, Concord, NH
 August 11, 2011**



Electrical Service Order Form

STANDARD SERVICE AVAILABLE:
 120 Volt A.C. single phase, 60 cycle
 208 Volt A.C. single phase, 60 cycle
 208 Volt A.C. three phase, 60 cycle

ELECTRICAL SERVICE IS REQUIRED FOR THE FOLLOWING EQUIPMENT:

CONDITIONS AND REGULATIONS:

1. **Building utility outlets are not a part of booth space and are not to be used by the exhibitors unless specified otherwise.**
2. All equipment regardless of source of power must comply with all federal, state and city safety codes.
3. Claims will not be considered unless filed by exhibitor prior to close of show.
4. **Under no circumstances shall anyone other than the "house electrician" make special or direct wiring electrical connections.**
5. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
6. All material and equipment furnished by GEC for this service order shall remain the property of GEC and be removed ONLY by GEC at close of the show.
7. Rates quoted for all connections cover only bringing of electrical services to the booth in the most convenient manner and do not include connecting equipment or special wiring.
8. The charge for outlets will be made on the basis of maximum wattage for use at the time of inspection.
9. **GEC is not responsible for voltage fluctuation, power failures or power surges because of temporary power conditions.**
10. **Credit will not be given for outlets installed and not used.**
11. **ALL ORDERS ARE A SINGLE PLUG OUTLET. SHORT EXTENSION CORDS AND 4 PLUG OUTLET BOXES ARE AVAILABLE FOR RENTAL.**

☞ Electrical service forms must be received by GEC no later than 15 days before first day of show or floor rate will be charged ☞

Qty Needed	Description	Discount Price	Floor Price	Total (Qty x Price)	Qty Needed	Description	Discount Price	Floor Price	Total (Qty x Price)	
	10 amp / 1200 watts 120 volts	75.00	105.00			30 amp / 6000 watts 208 volts single phase	275.00	340.00		
	20 amp / 2400 watts 120 volts	90.00	130.00			50 amp / 10,000 watts 208 volts single phase	325.00	420.00		
	4 Plug Outlet Box <u>Only</u> (Order power separately)	9.00	11.00			20 amp / 7000 watts 208 volts 3 phase	275.00	340.00		
	Short Extension Cord <u>Only</u> (Order power separately)	9.00	11.00			30 amp / 10,000 watts 208 volts 3 phase	325.00	420.00		
	20 amp / 4000 watts 208 volts single phase	250.00	300.00			50 amp / 17,000 watts 208 volts 3 phase	375.00	495.00		
						Total Amount Due	\$			

PAYMENT POLICY: **PAYMENT IN FULL** is required on all orders when order is placed, by cash, check or credit card.

- Cash or check payments require a credit card to guarantee order.
- On all orders placed at the show, floor order rates will be charged and credit card is required.
- If credit card is declined, a \$25 service fee will be added and floor rates charged.
- A \$15 fee will be automatically charged to vendors when full payment is not received when services are rendered.

☞ Please print clearly and completely for proper authorization ☞

This section MUST be completed and signed to receive service regardless of payment type

Company Name: _____ Contact Person: _____
 Company Address: _____ City: _____ State: _____ Zip: _____
 Office #: (____) _____ Fax #: (____) _____ Cell #: (____) _____ Email: _____
 Name (print): _____ Authorized Signature: _____
Signature authorizes this Order/Contract and credit card (if given below for payment) A Signature IS REQUIRED to receive service
 Date: _____ Booth #(s) if avail.: _____

COMPLETE FOR CREDIT CARD PAYMENTS ONLY : VISA M/C AMEX

CC #: _____ Exp. Date: _____/_____
 CC Billing Address: _____ City: _____ State: _____ Zip: _____
 Security Code REQUIRED, 3 digit found on back of card (Visa, M/C) or 4 digit found on front of card (Amex): _____

The charge will appear as Gimas Elec/Trade Shows on your credit card statement