



## 2012 New Hampshire Farm & Forest Exposition Agreement

Friday and Saturday, February 3 & 4, 2012

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The New Hampshire Farm & Forest Exposition has been a winter standard since it began in 1984. Long called "New Hampshire's Greatest Winter Fair," the Expo has become a much awaited annual event. The Board of Directors would like to thank you for participating in the 29<sup>th</sup> Annual New Hampshire Farm and Forest Expo.

The New Hampshire Farm & Forest Exposition provides information and education on all aspects of agriculture and forestry. The organizers have a two-fold objective of:

1. Bringing together the state's farming and forestry communities to share ideas and views on industry needs and
2. Providing a fun and interesting venue for the public to learn about these industries and their impact on life in New Hampshire.

The Exposition includes workshops and speaker programs,

- a large trade show featuring products, equipment and food, many of which are produced in New Hampshire and New England,
- a children's program with lots of hands on activities for the whole family, a farm animal exhibit, an exciting auction and an annual industry awards event.

The New Hampshire Farm & Forest Exposition is a 501(c)3, non-profit organization. Presenting sponsors are the University of New Hampshire Cooperative Extension, The NH Division of Forests & Lands and the New Hampshire Department of Agriculture, Markets & Food. A volunteer board of directors, representing agriculture and forestry interests statewide oversees the annual operation of the Exposition.

### **Types of Exhibits Sought**

We invite Commercial Exhibits which advertise and promote equipment, supplies and services generally used by and appropriate to New Hampshire agriculture and forestry and are generally associated with farming and forestry in the state.

Distributor exhibits will not be admitted to the 2012 NH Farm & Forest Expo Trade Show, but distributors may work with dealers and assist in assembling and staffing a commercial exhibit. The intent of this is to insure that potential customers are in direct contact with the individuals and firms with whom they will be dealing in the event they wish to purchase a particular piece of equipment. It is also intended to prevent redundant displays of the same brand of equipment by both a distributor and one or more dealers.

Exhibitors with the same brands of equipment from different trade areas are encouraged to combine in order to make a more complete and interesting display. Equipment, supplies and services advertised in exhibits must be suited for use by part-time and full-time farmers and woods operators. The Exposition Board of Directors is not interested in exhibits which primarily feature items used by the homeowner, such as lawn mowers, wood stoves, hand tools and the like. However, we do see a need for equipment scaled to production on smaller farms with ten acres of land or less.

Preference is given in allocating booth space to New Hampshire firms dealing extensively with New Hampshire agriculture and/or forestry. Second preference will be to out-of-state firms with firm business commitments within the state. Third preference will be to firms which offer new products or services which will likely be of interest and potential value to New Hampshire farm and forestry people.

## **General Booth Information**

The Expo encourages exhibits that foster interaction and education. Each booth shall be 10 feet wide and 8 feet deep. The Expo furnishes a basic booth consisting of a draped back and side walls. Our convention services company will have booth furnishings and a booth sign available at the exhibitor's expense and an e-mail will be sent to you by them regarding these rentals. Exhibitors are encouraged to bring their own tables, mountings, panels, chairs, carpets, extension cords or other extras.

## **Booth Rates and Payment Information**

### **Commercial Exhibitors:**

Register After September 15, 2011 - \$325

### **Educational Exhibitors:**

Register After September 15, 2011 - \$275

Please note: Until payment is received, your organization will not be listed as an exhibitor on the NH Farm and Forest Expo website.

## **Set-Up**

Heavy equipment will be allowed to unload on Thursday, February 2, 2012, 8:00 a.m. to 7 p.m. In order to facilitate the safe and efficient unloading of heavy equipment only, a time will be assigned for unloading. Please indicate your requests for 1st, 2nd and 3rd time frame preferences on the unloading form. **Heavy equipment is unloaded at the loading dock only!** You can find the Radisson Hotel Loading Dock by turning on to Pleasant Street from either Canal Street or Elm Street. Please be patient with our staff during the unloading and loading process; they are responsible to see that everything is handled as safely and quickly as possible.

Exhibits not involving heavy equipment are asked to unload on Thursday, February 2, 2012, from 1 p.m. to 7 p.m. We ask for your cooperation in refraining from coming in before 1 p.m. due to the large volume of heavy equipment being unloaded and parked. The loading dock will also be open from 7:00 a.m. to 9:00 a.m. on Friday, February 3, 2012. Safety is our top priority! Smaller exhibits are to be loaded/unloaded via the parking garage entrance. **Please do not block the access ways in the parking garage with exhibits that should be unloaded via the loading dock.**

Please note: All exhibitors must be set-up by 8:30 a.m. Friday, February 3, 2012. Any exhibitor not set up by 8:30 a.m. will not be allowed on the Expo floor for Friday's show, but may return for Saturday, February 4, 2012, but must be set up by 8:30 a.m.

Unloading for set up or loading for breakdown is not permitted using the double doors leading out of the Main Exhibition Area to the front of the hotel. Misuse of this exit for anything other than personal entrance or exit will put your future participation at the Expo at risk.

## **Food Handling Requirements**

The sale of food is not allowed unless it is pre-packaged, labeled and prepared in a state licensed kitchen. These are the rules of the Manchester Health Department. No concession items except charitable efforts. Give-away samples are allowed. Plastic gloves are recommended. The Radisson facilities must not be used for any storage or preparation of food items at the NH Farm & Forest Expo.

If you are planning to give away food samples, or sell packaged food items you must have paperwork on file with the Manchester Health Department. Manchester Health Department paperwork will be sent to you by our office under separate mailing if you have indicated that you will be sampling or selling food items.

Please note: All food exhibitors must display or sample NH-made food products, or products made with NH ingredients.

*A copy of your Department of Health certification and a copy of your most recent facility health inspection form (required by the Manchester Department of Health). Please be aware the Manchester Department of Health will be onsite during the Expo. If your certification and health inspection form is not received by the Manchester Department of Health by Expo Management by Friday, January 21, 2012, your right to exhibit at the 2012 NH Farm & Forest Expo will be revoked with no refund of booth fees.*

### **Insurance Certification Information**

We require that a Certificate of Insurance be provided. The policy must be a \$1 Million Dollar General Liability policy issued by a company authorized to do business in New Hampshire. This is a simple (one page) document which is issued as a matter of information only from your general liability insurance policy. You should be able to obtain one at no extra cost to you from your insurance company. This Certificate of Insurance must contain the NH Farm & Forest Expo dates of February 2 -4, 2012 and list the NH Farm & Forest Expo as Additional Insured.

If your organization is self-insured, please provide a statement on your organization's letterhead stating your insurance status, signed by an official at your organization.

Insurance certifications or statements of self-insurance may be faxed to (603) 218-6455 or e-mailed to [info@nhfarmandforestexpo.org](mailto:info@nhfarmandforestexpo.org).

### **Manchester, NH Fire Department Requirements**

- The ground cable of any exhibited vehicle's battery must be removed, not just disconnected.
- Gas tanks must be a minimum of 1/8 full or maximum of 3/4 full.
- Gas cap must be capped, locked, then taped.
- No fueling in the function room or where there are crowds of people, (i.e. in the back lot, when used as an area to display a car.)
- Vehicles cannot be moved when the public is in the room.
- No storage behind booth.
- Additionally, please keep your exhibit roof open for water sprinkler effectiveness and keep hay bales at home or to an absolute minimum. Look twice at anything that may be perceived as a fire hazard.

### **Staffing**

All booths must be staffed during the hours that the Expo is open to the public— 9 a.m. to 7 p.m. Friday, February 3, 2012, and 9:00 a.m. to 4 p.m. Saturday, February 4, 2012. Strict enforcement of booth staffing for the duration of the show will be observed. *Also, under no circumstances shall an exhibit be broken down and packed up prior to 4 p.m. on Saturday, February 4, 2012. Any exhibitor who does will jeopardize their participation in future NH Farm & Forest Expositions.* Granite State Ambassadors will be available to give you a break should you need to step away from your booth and you do not have staffing to cover in your absence. The Ambassadors wear green shirts and are usually found at the entrance to the show floor. Please do not ask them to be responsible for sales, as their function at the Expo is purely support and customer interaction.

### **Selling**

If at any time during the show, the Board of Directors deems a selling item inappropriate for the Farm & Forest Expo, they will immediately stop the selling of the item and have the exhibitor remove it from the show. Therefore, if you are uncertain as to the acceptance of a selling item, call our office at (603)231-1396. Remember, your mode of selling is your responsibility. The safety of your cash box is also your responsibility.

While the main focus of the Expo will always remain educational, the Farm & Forest Board of Directors do allow direct sales of strictly agricultural and forestry related items.

There is to be absolutely NO raffling or selling of live animals during the trade show and that any raffles must be approved in advance by the Exposition Manager following State of NH RSA's.

### **Awards Ceremony & Reception**

The 2012 Awards Ceremony and Reception will be held Friday, February 3, 2012 from 7:30 to 9 p.m. in Salons B, C & D at the Radisson Hotel. All exhibitors will receive one free pass to the reception. Additional passes may be purchased; however RSVPs will be required to attend. Please come and join us for an interesting program and to help us honor various Award Recipients.

### **High Speed Internet Access**

The Radisson Hotel Manchester is able to provide High Speed T1 Internet wireless access for vendors on a pre-arranged basis. The cost is \$150 for wireless access for up to 3 computers in your booth. Please note your request below.

### **Electrical Service**

Electrical Service is provided by the Radisson Hotel for a fee. The electrical service charge only applies to those exhibitors who use the service. If electrical service is required, those exhibitors who submit their request and payment via this form by January 21, 2012 will be charged \$75.00 for a 10 amp; \$100.00 for a 20 amp. After January 21, 2012, higher fees will be charged and all orders must be processed directly with the hotel. If you are ordering electricity after January 21, please e-mail [info@nhfarmandforestexpo.org](mailto:info@nhfarmandforestexpo.org) for the necessary forms which once completed, will need to be sent directly to the hotel with payment information.

### **Exhibitor Passes**

You will receive the five (5) show exhibitor passes as part of your exhibitor package for each booth purchased (i.e., two booths will yield 10 exhibitor passes); with a maximum of 10 passes per exhibitor. These passes will be at the Exhibitor Check-in and must be signed out by the person or company/organization listed on the individual pass. Exhibitor passes will not be mailed to you. As of Friday, January 20, 2012, if additional passes are required for your booth workers, they are no longer available for purchase. Booth workers may purchase the standard gate admission of \$7 through the normal Expo admission process.

### **Demonstration Area**

Does your organization have a product or service you would like to demonstrate *at no additional charge* for our Expo attendees? We will provide a demonstration area and 20 minutes for you to demonstrate your product! Tell us what you would like to demonstrate and we will be in touch with you to coordinate!

### **Hotel Reservations**

If you are interested in overnight accommodations at the Hotel Radisson – Manchester, you can make your own reservations by calling directly to the Reservations Department at (603)206-4109 or by calling Radisson Worldwide at (800)333-3333. Special Room Rates, for rooms booked **prior to January 9, 2012** are:

Single - \$99.00 per night (plus 9% state and local tax)  
Double - \$99.00 per night (plus 9% state and local tax)  
Triple - \$109.00 per night plus 9% state and local tax)  
Quad - \$119.00 per night (plus 9% state and local tax)

In order to receive your special rate, individuals must indicate that they are with New Hampshire Farm and Forest Expo or reference the following **PAC CODE: FARM12** for on-line bookings at [www.radisson.com/manchesternh.com](http://www.radisson.com/manchesternh.com). Individuals responsible for making their own reservations will be asked to guarantee for late arrival with a major credit card. Should the individual “not show” or not cancel by 6PM on the date of arrival, the individual’s credit card will be charged, or any deposit will be applied for the first night’s room revenue. All rooms guaranteed, are for one night only and not for the entire length of stay.



**2012 New Hampshire Farm & Forest Exposition Agreement**

**Friday and Saturday, February 3 & 4, 2012**

*Please Type or Print areas clearly*

Name of Company/Organization:

Contact Person:

Mailing Address:

City:

State:

Zip:

Phone Number:

Fax Number:

E-mail Address:

Website Address:

We are:  a commercial exhibitor  an educational exhibitor

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**General Information**

Would you like the same booth space as you had for the 2011 NH Farm and Forest Expo?  YES  NO

Will your exhibit include live animals? (If yes, please indicate what type.)  YES  NO

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Will your exhibit be serving food samples or displaying food products?  YES  NO

Please note: All food exhibitors must display or sample NH-made food products, or products made with NH ingredients.

Is your insurance certificate enclosed?  YES  NO

*If your insurance certificate is not received by Expo Management by January 21, 2012, your right to exhibit at the 2012 NH Farm & Forest Expo will be revoked with no refund of booth fees. Your form may be faxed to (603) 218-6455.*

YES, we would like to demonstrate on the Expo floor. Please contact me.

## 2012 NHFFE Exhibitor Order

	Number of	x	Rate	=	Sub-total
Booth Space Fees	_____		\$ _____		\$ _____
Electrical Hook-up – 10 amp	_____		\$ <u>75.00</u>		\$ _____
	Number				
Electrical Hook-up – 20 amp	_____		\$ <u>100.00</u>		\$ _____
	Number				
Internet Access (provides access for 3 computers)	_____		\$ <u>150.00</u>		\$ _____
	Number				
			Total due:		\$ _____

Please note: Exhibitor fees, once paid, will not be refunded for any reason.  
As of January 20, 2012, extra exhibitor passes and booth signage may not be purchased through the normal Expo registration process.

Mail this form, your Exhibitor Expo Pass form, your Unloading Request form and insurance certificate/self-insurance statement and your check made payable to:

Treasurer  
NH Farm & Forest Expo  
PO Box 2585  
Concord, NH 03302-2585

Thank you for your support!

(Please note: Should your organization require alternative payment methods, please e-mail [info@nhfarmandforestexpo.org](mailto:info@nhfarmandforestexpo.org).)

**Expo Management Only:**  
Booth Number(s) Assigned:

Payment \$:                      Check Number:

Date Form and Payment Received: