



2012 New Hampshire Farm & Forest Exposition Agreement
 Friday and Saturday, February 3 & 4, 2012

RULES, REGULATIONS & NEWS FOR EXHIBITORS & BOOTH WORKERS

Set-Up

Safety is our top priority! Heavy equipment will be allowed to unload on Thursday, February 2, 2012, 8:00 a.m. to 6 p.m. The loading dock will also be open from 7:00 a.m. to 9:00 a.m. on Friday, February 3, 2012 if needed. **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. The schedule for unloading for exhibitors with heavy equipment is as follows:

Booth #	Name of Exhibitor	Scheduled Unloading Time
116,118	Governors Lilac & Wildflower Commission	10 to 10:30 a.m.
605,607	Heat Smart Plus	10 to 10:30 a.m.
414,416,418	Granite State Dairy Promotion	11 - 11:30 a.m.
606,608	Nelson Tractor Ltd	12 to 12:30 a.m.
208	Fort Mountain Companies	4 to 4:30 p.m.
512,514,613,615	Frost Farm Service, Inc.	8 to 8:30 a.m.
600,602	Knoxland Equipment	7:30 to 8 a.m.
516,518,617,619	Townline Equipment Sales Inc.	8 to 8:30 a.m.
Fish & Game Pavilion	NH Fish & Game	9:30 to 10 a.m.
614,616,715,717	Brownfield Equipment	12 noon to 2 p.m.
219	OESCO, Inc.	tbd

If your organization needs to use the unloading dock, or change your scheduled time, please contact Expo Manager Tori Berube at 603.231.1396.

Exhibits not involving heavy equipment are asked to unload on Thursday, February 2, 2012, from 1 p.m. to 6 p.m. Smaller exhibits are to be loaded/unloaded via the parking garage entrance only. 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 on the Expo floor. **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.

Staffing

All booths must be staffed during the hours that the Expo is open to the public— 9 a.m. to 7:30 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. 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.

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.

Selling

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. 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.

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.

Food Handling Requirements

If you are planning to give away food samples or prepare food in your booth, or sell packaged food items you must have paperwork on file with the Manchester Health Department. Applications were due to the Manchester Health Department Friday, January 20.

Please be aware the Manchester Department of Health will be onsite Friday, February 3 at 9 a.m. to inspect all necessary exhibitors during the Expo. If your exhibit does not pass the Health Department's inspection, or you have not submitted the required paperwork to the Health Department, your organization will not be able to display/prepare/sample food. No booth fee refunds will be offered.

Questions? Please contact Andrea Jordan at Manchester Department of Health at (603)624-6466.

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. 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 are to be faxed to (603) 218-6455 or e-mailed to info@nhfarmandforestexpo.org.

If your organization's insurance information is not on file, access to the Expo floor will not be allowed until the form is received.

Exhibitor Passes

Exhibitor passes will be at the Exhibitor Check-in and will be signed for by each booth worker on both Friday and Saturday. All exhibitor passes will be collected as the booth worker enters the Expo Hall.

Your organization will receive five (5) show exhibitor passes as part of your exhibitor package for each booth purchased; resulting in 5 passes for Friday, 5 for Saturday, or a combined total of 10 passes for the Expo. Additional passes were to be purchased by 1/20/12; if passes were not purchased, exhibitors may purchase a standard gate admission of \$7 to enter the show floor.

See our Exhibitor Pass Process Update document (under the Sign-Up or Exhibitor Information tab on our website) for additional information.

Parking Garage Validation for Booth Workers & Expo Attendees

All parking for exhibitors and guests will be validated Thursday, Friday, & Saturday during the Expo for a flat fee of \$5. Parking can be validated at either at the Exhibitor Check-in Booth or via the wall-mounted machine by Expo Hall exit doors.

Annual Awards Ceremony

We are grateful to Granite State Dairy Promotion for sponsoring our annual awards ceremony on Friday, 2/3/12 at 7:30 p.m. in Salons B, C & D. RSVPs for this event were due Friday, 1/20/12. Limited spaces still are available; each exhibitor may receive up to 2 passes to attend this event. Light hors d'oeuvres and a cash bar will be available. Please e-mail info@nhfarmandforestexpo.org to RSVP and thank you for understanding in advance if we are unable to accommodate your request.

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