



Presents

*"Happy Catsgiving"*

**November 9-10, 2019**

**(A 2-day 12 ring traditional back-to-back show)**

Dear Prospective Vendor:

The Maine Event cat club would like to invite you to participate in our upcoming November 9-10, 2019 show to be held at the **Hotel RL in Olympia, Washington**.

We are offering a limited number of 8x10 vendor spaces for this show. To secure a vendor space, your reservation and payment must be received no later than **Monday, November 4, 2019**. You can reserve a vendor booth by mailing the enclosed Vendor Agreement, or sign-up online at <http://nov.maineevent.org> .

Reservations will be accepted based upon category of product or service and the date the Vendor Agreement is received with payment. Book early!!

This show also offers some great opportunities to **promote your business** via printed advertising and sponsorships. This packet includes complete information about these opportunities; you can order advertising via the enclosed forms or via our website at <http://nov.maineevent.org> .

If you're planning to join us for this show, we recommend that you **book your hotel room early!** We have a block of rooms set aside at the Hotel RL (formerly known as Red Lion Inn) in Olympia. Hotel information is on the website at [www.nov.maineevent.org](http://www.nov.maineevent.org) .

We hope that you will consider participating in our show! If you have any questions, please don't hesitate to call or email.

Sincerely,

Elaine Hawksworth-Weitz  
Vendor Coordinator  
The Maine Event  
5517 152<sup>nd</sup> St SW  
Edmonds, WA 98026  
[vendors@maineevent.org](mailto:vendors@maineevent.org) or [elaine.weitz@comcast.net](mailto:elaine.weitz@comcast.net)  
Cell: 206-920-9214

Updated 7/7/2019

# VENDOR INFORMATION SHEET

## SHOW LOCATION & TIME

Place: Hotel RL Olympia  
2300 Evergreen Park Drive SW  
Olympia, WA 98502

Dates: November 9-10, 2019  
Show Hours: 9:00am—5:00pm Saturday & Sunday  
Setup: Friday, November 8, 2019 from **4:00pm to 8:00pm**  
Registration Deadline: 10pm, Monday, November 4, 2019

## ABOUT OUR VENDOR SPACES

Vendor spaces are offered in **8x10 increments**; we offer both single and double booth spaces. Booth space is available based upon category of product or service and the date of receipt of the Vendor Application.

Limit of two (2) vendors to a single (8X10) or double (8X20) space. Both vendors must complete and sign the Vendor Agreement.

This show hall is not draped. You will need to bring your own partitions and fixtures, if desired.

The vendor space rental fee does not include tables. You may bring up to two 8' tables per 8'X10' booth. Or, you can rent the building's table(s) at \$10 per table.

If you have any special booth space requirements, please indicate these under "Special Requirements" on the Vendor Agreement. If you need electricity, we will make every effort to find you a working outlet; however, we strongly suggest that you bring your own, labeled extension cord.

## RESERVATION TERMS & DEADLINES

To book a vendor booth, mail the enclosed Vendor Agreement with your payment to our Vendor Coordinator. You can also reserve and pay for your vendor booth online via our website at <http://nov.maineevent.org>.

To secure your booth reservation, your online or printed Vendor Agreement and your payment must reach us no later than **10:00pm, Monday, November 4, 2019**. All payments are nonrefundable. A fee of \$30.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the vendor will be allowed to set up.

*In addition to the rental amounts listed in the Vendor Agreement, each vendor must provide one or more raffle gifts with a total value of \$30 or more by no later than 9:00AM on Saturday.*

## BOOTH SETUP & SHOW HOURS

You can set up your booth space on **Friday, November 8, 2019** between **4:00pm—8:00pm**. NOTE: **Friday evening is the only time the large load-in door will be open for your set-up use. It will not be available prior to 4pm on Friday, nor any time on Saturday.**

All vendors are required to remain in the show hall, and open for business, during the show hours, which are from 9:00am – 5:00pm on both Saturday and Sunday.

All vendors must confine themselves to the space assigned, unless given specific permission by the Show Manager to relocate or expand. All expansions and most relocation will be subject to additional fees. No relocations, load-in/load-out, or storage of items will be permitted during advertised show hours.

## SECURITY, INSURANCE & LIABILITY

Vendors must be self-insured against breakage, lost or stolen items. The show hall will be secured after show hours.

## BUSINESS LICENSES

The Washington State Department of Revenue requires that all vendors be registered with the state. This business license must be displayed in the vendor booth for both days of the show.

If you need a Washington State business license, you can apply online at <http://bls.dor.wa.gov/>. (Be sure to apply online at *least* 10 days before the show, or 6 weeks in advance if you plan to apply by mail.)

## SALES TAX

Regardless of your type of business license, you are reminded that you are solely responsible to collect (and pay) Washington State Sales Tax on any items sold at our event. The City of Olympia sales tax rate is **8.8%**.

# SPONSORSHIP OPPORTUNITIES

November 2019 "Happy Catsgiving"

## TERMS & DEADLINES

To request a ring sponsorship, please fill out the [Sponsorship Form](#) on our website at <http://nov.maineevent.org> . To request a sponsorship, your order and payment must reach us no later than **10pm, Monday, November 4, 2019**.

Payment does not automatically guarantee that a particular sponsorship is available, nor does it constitute a contract. Sponsorships are accepted on a first-come, first served basis, and need both club approval and receipt of payment.

The club reserves the right to refuse sponsors without cause. After the Club's Sponsor Coordinator receives a sponsorship request with full payment, the Sponsor Coordinator will notify the sponsor if their sponsorship has been accepted. The Club reserves the right to not accept a sponsorship if another sponsor has an exclusive contract for that given product and/or service.

A fee of \$30.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the show begins.

This event is a wonderful opportunity to promote your business or cattery to a new market. **A free business card ad is provided to Vendors who participate in our show.**

**Deadline:** Ad space must be reserved and camera-ready copy

**must** be received on or before **November 4, 2019**

**Your ad copy should be sent to [sponsors@maineevent.org](mailto:sponsors@maineevent.org)**

## SHOW SPONSORSHIP (Non-exclusive)

This non-exclusive sponsorship provides a great opportunity to get your company's name and logo out in front of both the cat fancy and Puget Sound area cat lovers. **A show sponsorship is \$500** and includes the following:

- Your company logo included in all printed & online advertising & publicity
- Mention of your company as a sponsor in all news stories and public service announcements.
- Your company's name and logo prominently displayed on the front page of the show's website.
- Free full-page ad in Exhibitor's Catalog. Show Sponsors get preferential placement on inside front or inside back cover.

## OTHER SPONSORSHIP OPPORTUNITIES (Non-exclusive)

A great way to promote your business while helping to support the show .... Become a non-exclusive ring sponsor:

### Ring Sponsorship

- \$20 (1 ring, both days)
- \$100 (all rings, both days)

### Junior Exhibitor / Hospitality Sponsorship

Sponsor our Junior Exhibitor Judging Ring OR Hospitality for \$50.00/each.

Other Sponsors receive the following:

- "This ring sponsored by..." credit on the ring sign
- Listing (and link to your website) on the front page of this website.
- Free ad in show catalog (1/2 page for 1-day sponsors; full page for 2-day sponsors)
- Acknowledgement in show catalog
- Acknowledgement on "Our Show Sponsors" poster in show hall,
- Acknowledgement by judges before their finals (if they remember :-)

**IF YOU ARE INTERESTED IN SPONSORING THE SHOW OR A RING, GO ONLINE AT**

**<http://nov.maineevent.org>**

## NOVEMBER 2019 VENDOR AGREEMENT – THE MAINE EVENT

Business Name		
Contact Name		
Mailing Address		
City	State / Province	Zip / Postal Code
Phone	Fax	
Email address		
Website URL		
Brief description of your business/products		
Any special booth requirements ( <i>for example, if you need to be against a wall rather than free-standing, if you need electricity, etc.</i> )		

VENDOR SPACE DESCRIPTIONS (space must be reserved by <b>Mon, 11/4/19</b> )	EARLY BIRD (payment rec'd by 10/4/19)	REGULAR PRICE (payment rec'd by 11/4/19)	HOW MANY?	TOTAL
<b>Single Booth Space (8' x 10')</b> Two chairs included. Order tables below.	\$71.25	\$75.00		\$
<b>Double Booth Space (8' x 20')</b> Four chairs included. Order tables below.	\$118.75	\$125.00		\$
<b>Table (30" deep by 8' long)</b>	\$10.00	\$10.00		\$
<b>Business Card Sized Ad in Exhibitor Catalog And Spectator's Guide (if provided to spectators)</b>	FREE	FREE	ONE	\$ FREE
<b>Saturday Evening Buffet Dinner/Seminar</b> See "Special Events" on show's website.	\$38.00	\$38.00		\$
<b>1/2 page ad in Exhibitor Catalog (8-1/2" x 11") and Spectator's Guide (8-1/2" x 5-1/2")</b>	\$45.00	\$50.00		\$
<b>Full page ad in Exhibitor Catalog (8-1/2" x 11") And Spectator's Guide (8-1/2" x 5-1/2")</b>	\$70.00	\$75.00		\$
<b>Inside Front or Inside Back Cover ad in Exhibitor Catalog &amp; Spectator's Guide (if available)</b>	\$95.00	\$100.00		\$
<b>TOTAL</b>				

The Maine Event will provide vendor booth space and chairs. Tables are available (if applicable) on a space-available basis and as paid for above. The Club does not assume any other obligations, responsibilities, or liabilities. The Club reserves the right to refuse booth space to, or to eject any Vendor whose behavior has caused problems with exhibitors, spectators, or show management. Vendor space fees are non-refundable for failure to attend.

The undersigned Vendor agrees to abide by all terms and requirements listed in the included "Vendor Information Sheet", as well as all terms set forth on this page. Vendor must provide all equipment, labor and fixtures beyond that stated in this agreement. All fees must be paid before Vendor will be allowed to set-up. In addition to paying any rental fees listed above, Vendor agrees to provide the Club with one (or more) raffle prizes with **a total value of \$30.00 or more by no later than 9:00am on Saturday, November 9, 2019.**

Additionally, the undersigned Vendor agrees to indemnify and hold the Club, the State of Washington, the City of Olympia, the Hotel RL Olympia, and their respective members, agents, officers, servants, and employees harmless from and against any claims relating directly or indirectly to the use by Vendor of the space allocated to the Vendor, including, and without limitation, actions of the Vendor in setting up and tearing down Vendor's booth space and/or loss due to theft or breakage.

\_\_\_\_\_

Vendor Signature \_\_\_\_\_  
Date

Make check/money order payable to: **"The Maine Event"**, or send a payment via PayPal to: "treasurer@mainevent.org". A fee of \$30.00, plus banking fees will be assessed for any NSF returned checks. Any NSF check must be claimed with cash before the Vendor will be allowed to set-up or participate in any show event.

The Maine Event will provide vendor booth space and chairs. Tables are available (if needed) on a space available basis and as paid for above. Club does not assume any other obligations, responsibilities, or liabilities. The Club reserves the right to refuse booth space to, or to eject, any vendor whose behavior has caused problems with exhibitors, spectators, or show management. Vendor space fees are non-refundable.

The undersigned Vendor agrees to abide by all terms and requirements listed in the included "Vendor Information Form", as well as all terms set forth on this document. Vendor must provide all equipment, labor and fixtures beyond that stated in this agreement. All fees must be paid before the Vendor will be allowed to set up. In addition to paying rental fees listed above, **Vendor agrees to provide the Club with one or more raffle prize with a total value of \$30.00 or more by no later than 10:00am, Saturday, November 9, 2019.**

Additionally, the undersigned Vendor agrees to indemnify and hold the Club, the State of Washington, the City of Olympia, Hotel RL Olympia, and their respective members, agents, officers, servants and employees harmless from and against any claims relating directly or indirectly to the use by Vendor of the space allocated to Vendor; including, and without limitation, actions of the Vendor in setting up and tearing down Vendor's booth space and/or loss due to theft or breakage.

---

Vendor Signature

---

Date

Accepted by: The Maine Event

---

Club Representative

---

Date