



**Spring Home & Garden Show - March 24<sup>th</sup> & 25<sup>th</sup>, 2012**  
 Marblehead High School Cafeteria, 2 Humphrey Street, Marblehead

**REGISTRATION FORM**

**CONTACT INFO:**

Business: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \*Email: \_\_\_\_\_ \*Website: \_\_\_\_\_

# Employees Participating in Show: \_\_\_\_\_ Do you need electrical power? \_\_\_\_\_

Please provide a brief description of your booth appearance (display from all sides).

\_\_\_\_\_

**SILENT AUCTION:**

Would you like to donate an item to the Silent Auction? Yes No  
 Description: \_\_\_\_\_

**SPONSORSHIP:**

I wish to be a: GOLD Sponsor - \$1,000 SILVER Sponsor - \$600

Sponsors receive:

- Primary consideration of table location
- Mention in all media promotions including newspapers, cable TV, radio, flyers etc.
- Designated Sponsorship Sign at their booth

**REGISTRATION FEES:**

**Early Discounted Rates** \$350 for Marblehead Chamber Members  
 Prior to Friday, February 17, 2012 \$450 for non-Marblehead Chamber Members

Note: Registration form and payment (check, cash, VISA, MasterCard, AMEX) payment **must be received** by the Marblehead Chamber of Commerce **by February 17, 2012**, in order to receive this discounted rate.

**Regular Participation Fees** \$400 for Marblehead Chamber Members  
 After Friday, February 17, 2012 \$500 for non-Marblehead Chamber Members

**METHOD OF PAYMENT:**

Make Checks Payable to: Marblehead Chamber of Commerce  
 Credit Card Information: VISA MasterCard American Express  
 # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_

I have read and agree to the Show rules and regulations: \_\_\_\_\_

**Complete & Return Form and Payment To:**

Marblehead Chamber of Commerce, 62 Pleasant Street, Marblehead, MA 01945 fax:(781) 639-8582  
**Only complete registration forms and payment will hold your space in the Show.**

**Spring Home & Garden Show**  
**Marblehead High School Cafeteria, 2 Humphrey Street, Marblehead**  
**Saturday, March 24<sup>th</sup>, 2012 - 10am – 5pm**  
**Sunday, March 25<sup>th</sup>, 2012 - 11am – 4pm**

**EXPO RULES AND REGULATIONS**

**SET-UP**

- **Friday, March 23<sup>rd</sup>** - To Be Determined. All Vendors will be notified prior to the Show.
- **Saturday, March 24<sup>th</sup> from 7:30am-9:30am** \*Vendors must be set up by 9:30am

**BREAK-DOWN**

- **Sunday, March 25<sup>th</sup> from 4-5pm** \*Vendors may not break down their space until at least 3:45pm

**LOADING & UNLOADING**

- Loading and unloading of materials and supplies may be done through the front main door of the school

**PARKING**

- Upon completion of setting up your booth space, we ask that vendors park in the designated "Vendor Parking" area of the High School parking lot

**BOOTH SPACE DETAILS & RESTRICTIONS**

- Each vendor will be provided with a **5 x 8 space** which *includes* a six-foot table, two chairs and a table skirt.
- The use of tacks or glue on walls in the cafeteria is prohibited. *Only* removable tape or other approved adhesives is allowed providing no damage is done to the walls or floors.
- Vendors are responsible for decorating their own space.
- Not all booths will be against a wall, so please make sure your display is free-standing
- If your space needs **electrical power**, you must let us know ahead of time and provide a power strip and NEW 12 ft extension cord
- Table locations are subject to change and are not guaranteed

**HELPFUL TIPS**

- Vendors are responsible for operating their own booths. \*It is recommended that at least two people be scheduled so that adequate booth coverage is provided.
- If you are planning to hold a raffle, you may want to bring a fish bowl to collect business cards

All space assignments are **FINAL** and will be assigned upon arrival at the event.

**On behalf of the Chamber, thank you for your participation and cooperation.**

If you have any questions, please feel free to contact us by phone at 781-631-2868 or email the Chamber at [info@marbleheadchamber.org](mailto:info@marbleheadchamber.org)