

**EXHIBITOR MANUAL**  
**THE SPRINGFIELD SPORTSMEN'S SHOW**  
**FEBRUARY 24 – 27, 2011**

Dear Exhibitor,

Welcome to your 2011 OSEG Sportsmen's Show. First please accept our invitation to contact us if there is any information or assistance that we can provide to make your show more profitable and enjoyable.

This manual covers the Springfield, MA show and is geared to making your entrance, participation and exit from the shows as efficient as possible.

The manual does call for your cooperation in following the guidelines and deadlines. Exhibitors are required to contact OSEG for special booth services and special electrical needs.

**Please keep a copy of the contract and the manual with you at the shows for your referral.**

\*\*\*\*\*

**RETAIL SALES TAX INFORMATION**

For the Springfield, MA shows you must have a MA sales tax ID number, along with a Federal tax ID number in order to sell retail products. For your MA tax ID number please contact MA. Dept of Revenue at tel. 413-784-1000 ext. 20314 or write the tax dept. at 436 Dwight St., Springfield, MA 01103 and ask for a TA 1 form. To apply on the internet go to **mass.gov** and register as a new business. After completing the form print a copy of the temporary application and fax to 413-784-1117.

**GENERAL SHOW INFORMATION**

Information for each show will be in its own section of the manual. Please refer to these sections for booth furnishings, shipping, lodging and travel directions. Also included in these sections will be information on move-in and take-down times and procedures. Please don't forget to fill in the Exhibitor Badge Form and return the form to our office.

## SECURITY

There will be security during all days of the show. However we will have a security room available for items that you don't want to leave in your booth. Please make management aware of your needs prior to the show.

## ELECTRICITY

At both shows one 110v electrical outlet will be provided for your booth at no additional cost. **You will need to bring extension cords and electrical adapters**, as outlets may not be directly behind your booth. Additional electrical needs must be requested in advance and will be charged according to the electricians' rates. Please turn off all electricity at your booth when you leave for the night.

## BOOTH DISPLAY DIMENSIONS

The following are included in  
Your 10 x10' booth:

8' high draped backwall  
32" high draped sidewalls  
Exhibitor sign (if ordered by  
Decorator's deadline)

The front and sides of your booth can not block the view of other vendors.

\* Bulk area is floor space only. You will have to provide your own pipe and drape.

## GENERAL SHOW INFORMATION

The following is a general guide of rules and regulations pertaining to the shows. For more details or information please call OSEG at 413-467-2171. Thank You!

**MUSIC, COPYRIGHTED:** Music will not be permitted by exhibitors unless it is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

**PARKING:** Parking will not be permitted in fire lanes, against buildings, grassy areas or any other NO PARKING designated areas. Vehicles not parked in designated areas will be ticketed and/or towed.

**FIRE SAFETY REGULATIONS:** All electrical extension cords, lights, wiring and hook-ups must meet UL and National Code (1993 edition) requirements as well as state and local ordinances. All decorative materials, banners, cloth, skirting and carpeting must be flame retardant. The use of untreated materials is prohibited. Propane tanks are not permitted in buildings. Also flammable liquids are only allowed if approved by the Fire Marshall prior to the show.

**DISPLAY VEHICLES IN BUILDING DURING SHOW:** All gasoline tanks must be sealed with a locking gasoline cap or taped shut. All gas tanks must contain less than 1/8 of a tank of fuel. Battery connections must be disconnected from the battery and taped. This is per order of the Fire Marshal.

**PETS & ANIMALS:** **Pets and animals (with the exception of guide dogs) are not permitted in the buildings** unless they are part of an exhibit or participating in a demonstration. The pets and animals that are part of the show must be restrained at all times. Owners of pets and animals are solely and completely responsible and liable for the behavior of their animals. Owners are also responsible for any cleanups or damage done to buildings and booths. **OSEG has the right to refuse any and all animals into the buildings.**

**FIREARMS AND AMMUNITION RULES:** All exhibitors displaying or selling firearms and ammunitions must have the required federal permits with them. All federal and state and local regulations must be complied with. Handguns must be secured at all times. The display and/or sale of military style weapons are strictly prohibited.

**MISCELLANEOUS:** All aisles shall be clear of displays and equipment. No exhibitor is allowed to place literature, banners or signs outside of the booth area. No nails, tacks, tape, stickers or other material will be allowed on any part of the building. Signs and banners are not allowed on the sprinkler systems.

All exits and emergency equipment must remain accessible at all times. Smoking is not permitted in any of the buildings.

## **MOVE-IN**

**DURING SET-UP ON WEDNESDAY ONLY GATE # 2 WILL BE OPEN FOR  
ENTRANCE ONTO THE FAIR GROUNDS**

**EXHIBITOR CHECK-IN IS AT DOOR # 7 AT THE BETTER LIVING CENTER**

Upon arriving at the show Please check-in at the show office. You will receive your booth assignment, drive-in pass and exhibitor badge. Your badge must be worn and visible during set-up. Anyone without a badge will be asked to leave the building. All outstanding balances must be paid prior to set up. Payment must be made by cash, credit card or money order. Personal and business checks will not be accepted. \*Please note that there is a daily parking fee charged by Eastern States Exposition. \* Displays are not to be taken down until the show closes.

**Wednesday Feb. 23,** Move-in will be from 10 AM until 7 PM  
(The building will close promptly at 8 PM)

**Thursday Feb. 24,** Move-in will begin at 8:30 AM until the show opens at 3 PM  
(All vehicles must be out of the building by noon on Thursday.)

#### **SHOW HOURS**

Thursday	3 PM to 9 PM
Friday	12PM to 9 PM
Saturday	9 AM to 7 PM
Sunday	10 AM to 5 PM

#### **TAKE-DOWN**

Displays and booths must remain in place until the show closes at 5 PM. There are no exceptions. Take-down will begin at 5pm and the overhead doors will not be opened until 5:30 PM. You may start to hand carry your booth out of the building at 5:15 pm. This is for the safety of the show goers and vendors . Thank you for your corporation on this matter.

#### **MOTORIZED VEHICLES, BOATS AND TRAILERS**

All motorized vehicles must have 1/8<sup>th</sup> tank of gas or less, gas caps taped or locked and battery cables disconnected.

All stairs and platforms must have handrails and be of good construction.

It is mandatory that all trailer tongues be covered.

**All of the above items are town regulations, which the Fire Marshal will strictly enforce.**

## RV SELF-CONTAINED VEHICLES

There is a parking area with electrical hook-ups only. There are no septic or water hook-ups available. Please call Eastern States Exposition for costs and general information 413-737-2443.

\*\*\*\*\*

## TRAVEL DIRECTIONS TO THE SHOW

**I-91 Traveling south** Take exit 7 off the highway and take a right at the light and go over the bridge and pick up route 147 west at the rotary (Memorial Avenue) and travel approximately 2 miles and the Eastern States Exposition will be on your left.

**I-91 Traveling north** Take exit 3 off the highway and take route 5 north (Riverdale Avenue). Take route 5 north to route 147 west at the rotary. Travel approximately 2 miles and the Eastern States Exposition will be on your left.

**I-90, MA Turnpike, east or west** Take exit 4 and pick up route 5 south after the tollbooth. Travel route 5 south to route 147 west at the rotary. Travel approximately 2 miles and the Eastern States Exposition will be on your left.

\*\*\*\*\*Exhibitor entrance during setup is at gate # 2 only. Check-in will be in the Better Living Building at Door # 7.\*\*\*\*\*

## SHOW MANAGEMENT

Outdoor Sports Expo Group Inc  
P.O. Box 207

Granby, MA 01033

Tel. (413) 467-2171

Fax. (413) 467-2174

E-mail: [dougoseg@gogtt.net](mailto:dougoseg@gogtt.net) or [reneoseg@gogtt.net](mailto:reneoseg@gogtt.net)

[www.osegshows.com](http://www.osegshows.com)

## SHOW LOCATION

Eastern States Exposition

1305 Memorial Ave.

West Springfield, MA 01089

Tel. (413) 737-2443

[www.thebigc.com](http://www.thebigc.com)

**SHOW OFFICE**

(413) 205-5061

**DRAYAGE**

Special Events Rentals

1060 Millbury St.

Worcester, MA 01607

Tel. 1-800-527-2175

**Drayage**

All shipment to the show will be handled by Special Event Rentals. For information and rates please call 1-800-527-2175.

**PHONE INSTALLATION**

Line service is provided by the Eastern States Exposition. For information please call 413-737-2443

**INTERNET SERVICE**

Wireless Internet Service is provided on the grounds by SkyTech. For more information regarding SkyTech call 413-737-2443