

EXHIBITOR MANUAL
Springfield Sportsmen's Show
February 23 – 26, 2012

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RETAIL SALES TAX INFORMATION

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All exhibitors who are selling retail products must have a Massachusetts sales tax identification number. After you receive your ID please mail us a copy for our files. You can reach the MA Dept of Revenue following ways. The form you need is a TA 1 form.

Telephone: 1-413-784-1000 extension 20314.

Mail: MA Tax Dept
436 Dwight St,
Springfield MA 01103

Internet: www.mass.gov and register as a new business

When you are on the site: Select getting started
Register as a new business
Select Season
Select month you will be in MA

Tax is due on the 20th of the following month. If you are a one time vendor at the end of filing select Close Account

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EXHIBITOR MOVE IN & TAKE DOWN INFORMATION

Entrance: Onto the grounds of Eastern States Exposition will be at Gate # 2 on Wednesday and on Thursday at Gate #2 and Gate # 8.

Exhibitor Check-In: is at Door #7 at the Better Living Center at the Show Office.

MOVE IN DATE & TIME: Move-in begins on **Wednesday**, February 22 between 10am until 7pm. Thursday, February 23 between 8:30am until the show opens. All vehicles will be able to drive into the buildings until noon. All vehicles must be off the show floor by 1pm on Thursday.

Snow and ice must be cleaned off vehicle before entrance into the building. This is everyone's safety, as well keeping snow from entering other exhibitor's booths.

TAKEDOWN: No display is to be dismantled or removed from the show floor until the show closes at 5pm on Sunday. At the end of the show exhibitors may hand carry their booth out of the building. At 5:30 the overhead doors will be opened for vehicles to enter the building. Take down will continue until 10pm. On Monday take-down will continue at 9AM until noon. At this time all vehicles must be out of the building. No display is to be disassembled or removed off the show floor prior to the show closing on Sunday night.

SHOW HOURS

Thursday 3pm to 9pm
Friday noon to 9pm
Saturday 9am to 7pm
Sunday 10am to 5pm

Exhibitors will be allowed into the building 1 hour before the show opens each day. There will be a limited amount of doors open before the show. In the Better Living Building Door # 7 will be open. In the Young Building Door # 7. For any other doors open check with the door people.

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BOOTH FURNISHINGS ORDER FORM

PACKAGE A 1 8' draped table 30"
10 X 10 booth 2 folding chairs
 1 9 x 10 rugCost \$125.

PACKAGE B 2 8' draped tables 30"
10 x 20 booth 4 folding chairs
 1 9 x 20 rug Cost \$170.

PACKAGE C 3 8' draped tables 30"
10 x 30 booth 5 folding chairs
 1 9 x 30 rug Cost \$235.

ORDERS MUST BE PLACED BY February 20, 2012

PRICING FOR ADDITIONAL ITEMS

4', 6', or 8', 30" high bare table @ \$40. each
4', 6', or 8', 40" high bare table @ \$50. each
4', 6', or 8', 30" high skirted table @ \$60. each
4', 6', or 8', 40' high skirted table @ \$60. each

Upholstered bar stool \$45., Upholstered side chair \$45., Folding chair \$5.
9 x10 Rug \$85. 9 x 20 Rug \$160. 9 x 30 Rug \$225.
Stanchion with cord at \$25.00 per set
Exhibitors may bring their own furnishings for their booth(s).

I would like the following items: _____
@ the cost of _____

CREDIT CARD# _____ exp _____

Company Name _____

Contact Person _____ Tel. # _____

All orders must be accompanied with either a credit card or check made payable
To: OSEG
PO Box 207
Granby, MA 01033

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EXHIBITOR BADGE FORM

COMPANY NAME: _____
(company name as it appears on contract)

Please print the names of all workers who will be working your booth during the Show. **Each Exhibitor will receive 4 badges.** Additional badges may be purchased below at a discounted fee.

SPRINGFIELD, MA. SHOW

**ORDER FORM FOR ADDITIONAL BADGES, CUSTOMER TICKETS AND
WILL CALL FOR BOAT DEALERS**

Each additional badge or ticket is being offered to you at a cost of \$10. and will be good all days of the show. Please send your check to OSEG with your order.

I would like _____ (tickets or badges) at the cost of \$10.00 each.

Mailing address for tickets _____

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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

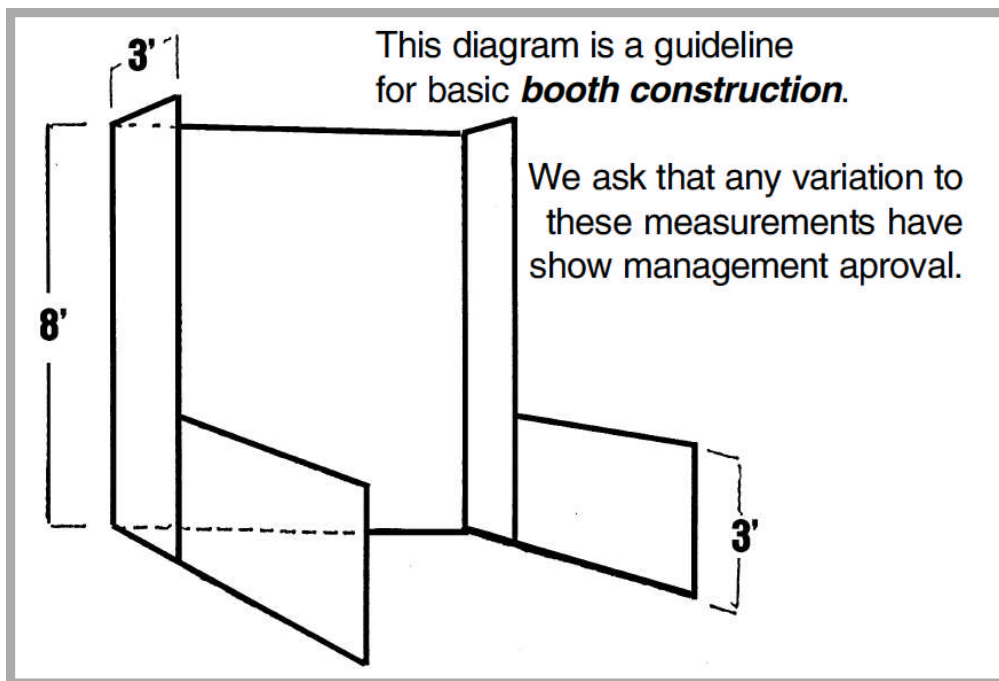
At the show one 110v, 20 amp electrical outlet for will be provided for your booth at no additional cost. **You will need to bring extension cords and electrical adapters**, as outlets may not be directly behind your booth. Additional electrical needs must be requested in advance and will be charged according to the electricians' rates. Please turn off all electricity at your booth when you leave for the night.

BOOTH DISPLAY AND BULK AREA

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This information is for a basic 10 x10' booth:
8' high draped back wall the back wall isn't strong enough to hang anything on it
32" high draped sidewalls your booth can not block another booths side view
Exhibitor sign (if ordered by Decorator's deadline)

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



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

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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.

EXHIBITOR PARKING

There is a \$5. a day parking fee. You may park in any designated space. 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. No open flame is allowed.

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.

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PETS & ANIMALS

Pets and animals (with the exception of guide dogs) are not permitted in the buildings. The only animal allowed in the show buildings are if they are part of an exhibit or participating in a demonstration. All 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 FOR DISPLAY

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.

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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.

RV SELF-CONTAINED VEHICLES

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

DRAYAGE

Special Events Rentals
1060 Millbury St.
Worcester, MA 01607
Tel. 1-800-527-2175

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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 Eastern States Exposition. Please use the [Eastern States Phone and Internet PDF](#).

INTERNET CONNECTION

Wireless Internet Service is provided by WaveSpan Communications. For more info see the [Eastern States Phone and Internet PDF](#).

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GENERAL SHOW INFO

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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 or reneoseg@gogtt.net

WEB: www.osegshows.com

SHOW LOCATION

Eastern States Exposition

1305 Memorial Ave.

West Springfield, MA 01089

Tel. (413) 737-2443

www.thebigex.com

SHOW OFFICE

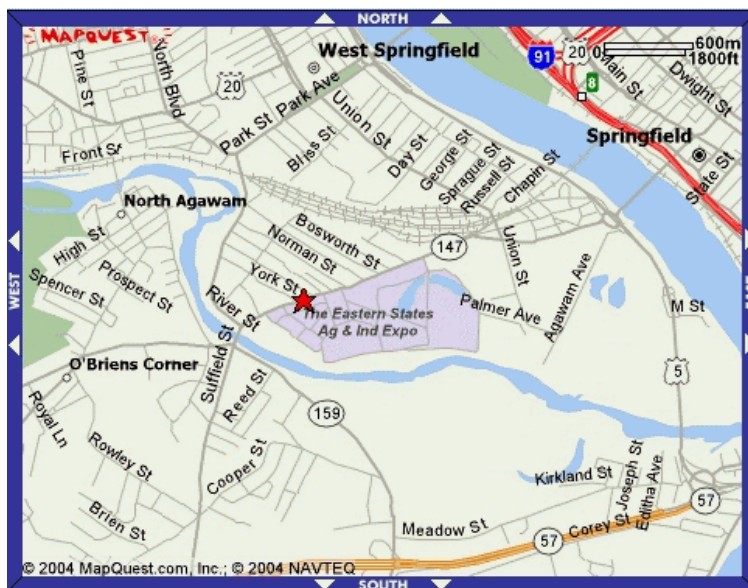
(413) 205-5061

In the Better Living Center Door # 7

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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 I-91 North from Rte. 2, I-84, I-95 or the Merritt Parkway -- Follow I-91 North to Mass. Exit 6 (Springfield Center). Follow East Columbus Avenue to Boland Way (Springfield Sheraton). Go left at the light, continue over the Memorial Bridge and follow Rte. 147 West, Memorial Avenue approximately 3/4 mi. to Eastern States Exposition's Gate 9 parking lot.

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.

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The Comfort Inn and Suites is offering the following special promotion for Sportsmen's Show Exhibitor's.



Comfort Inn & Suites

106 Capital Drive
West Springfield, MA 01089
Phone: (413) 736-5000
Fax: (413) 731-5379
www.choicehotels.com/hotel/ma016

This AAA rated hotel offers:

- Free breakfast
- Free Wi-Fi Internet Access
- Microwaves, refrigerators, and fluffy pillow-top mattresses in all rooms
- Exercise Room
- Indoor Pool and Hot Tub!

**Special Price
for Sportsmen's
Show Exhibitors!**

\$74

Offer good for double or queen.
Cut off date to book rooms is Feb 8th, 2012.