VENDOR/EXHIBITOR BOOTH SPACE CONFIRMATION INFORMATION

Grundy Worldwide Insurance All American Nationals – West Springfield
Eastern States Exposition – W. Springfield, MA
June 13, 14 & 15, 2014

Vendor / Exhibitor Credential Pick-Up and Set-Up

Trailers: *Wednesday, June 11, 2014* ***Noon to 4:00pm***
Non-Trailers: *Thursday, June 12, 2014* ***8:00 am to 4:00 pm***

Event Manager:
Daniel Daviess **Cell: 925-200-4262** **Email: danield@good-guys.com**

Booth Number & Location: *The layout will be posted on our website a week before the event on Friday and is subject to change.*

Entrance Gate for Credential Pick-up & Set-up ONLY: *Use south tunnel. Follow signs to Commercial Vendor/Exhibitor check-in. Facility map attached separately.*

Friday, Saturday & Sunday: *NO Set Up or Credential Pick-up; NO driving to your booth to unload items unless you have registered your thru '72 vehicle. All items are to be hand carted from the designated vendor/sponsor parking area.*

Vendor Event Hours

****Friday, June 13th 8 am to 5 pm * Saturday, June 14th 8 am to 5 pm * Sunday, June 15th 8 am to 3 pm****

****Exhibitors are permitted entry to exhibitor buildings 1 hour prior to the event opening and may remain in the building up to 30 minutes after event closes. There are designated "early entrance" doors and proper credentials are required for entry.****

Sunday, June 15th Teardown/Dismantle begins at 3:00 pm; Move out begins at 3:30 pm

Vendor Parking & Trailer Parking: *Trailer & Vendor parking will be available and on site. Please follow signs.*

Display Vehicle(s): *Vehicle Display* ***MUST BE*** *in your booth by 3:00 pm Thursday and* ***STAY*** *until 3:30 pm Sunday.*
Outdoor display vehicles with proper event registration may be allowed in/out privileges if booth location permits.
**If you are setting up in buildings with show cars, you need to have your truck/trailer out by noon on Thursday.*

Inflatable Policy: *NO TEATHERED INFLATABLES PERMITTED AT ANYTIME. Inflatables will not be permitted on top of trailers or more than 8 feet tall inside your purchased booth space unless you are a sponsoring company of Goodguys. Inflatables must be exhibiting company, no subletting.*

Food & Grilling Policy: *Exhibitors are NOT allowed to sell or give food (including water) to participants or spectators. Food must be shared amongst staff members only. Sampling of food must be pre-approved by Goodguys. Extensive food prep (i.e. BBQ, grilling, hot pans) at events must be pre-approved by Goodguys, and must pass all health codes & permits.*

Decorator Info.
Capital Conventions
35 Lyman Street
Northborough, MA 01532
T: 877-335-3700 / F: 508-351-9911
Contact: Gabrielle Tenaglia

Advanced Shipping Info:
Company Name/Contact Name/Cell #
Capital Conventions / Goodguys Grundy Worldwide Nationals
35 Lyman St
Northborough, MA 01532
Deadline Date: 6/6/14

**Please note Goodguys Rod & Custom staff will not sign for your freight/shipments. The onsite contact for your booth/display is the only one that can accept freight/shipments. Please call Capital Conventions regarding pricing and details for your shipment.*

Tents/Weights/Water Barrels/Sand Bags: *You must provide your own or you can rent from the decorator. NO staking or drilling of any sort allowed in black top or concrete. If you need to rent weights, water barrels, sand bags, or k-wall for canopy/awnings, call Capital Conventions for availability and pricing at 877-335-3700. Eastern States Expo and Goodguys Rod & Custom Association do not provide or rent weights.*

Electrical Services INDOOR: *If you have not paid for electrical service, you need to let us know before check-in, On-site electrical outlet cost is $85.00 for (1) 110v plus. You will need to provide your own 3-prong extension cord(s).*

Goodie Bag Stuffers:
(Flyers, catalogs, promo items) *(1) Bag for each participant*
Ship to:
Big E
ATTN: Jessica Castro
Goodguys Goodie Bag/ Your Company Name & Cell Phone
1305 Memorial Ave
West Springfield, MA 01089

Must arrive: on or between June 6th & June 10th only ***Quantity: 1,150***

Please e-mail no later than June 6, 2014 your company name, the tracking number(s) and shipping company used to ensure that your items are included in the Goodie bags to: andreww@good-guys.com *and* edwards@good-guys.com. *Please note: If we do not receive an email, your items will not be included in the Goodie bags.*

Workman's Comp Insurance: *Please see page 3 of the confirmation letter, all vendors must turn in prior to check-in.*

Sales Tax: *Massachusetts state tax rate is 6.25% (subject to change). Tax Board Phone: 617-887-6367 or visit* http://www.mass.gov/.
If you make a sale, you must have a tax permit!

RV Camping: *Please call 413-205-5019 for details. Vendor/Exhibitor overnights within the event fence line need prior Goodguys approval.*

****No golf carts or motorized conveyances allowed-* ***exceptions made for disabled participants with single person conveyance only.*** *No scooters, bikes or skates. No pets. No glass bottles or cans****

Additional information can be found at www.good-guys.com

Thank you for your continued participation!

Direct: *925.218.9151* ***Fax:*** *925.226.7045* ***Email:*** sales@good-guys.com

CERTIFICATION OF TAX CLASSIFICATION & EMPLOYER LIABILITY FORM

Name (as shown on your license agreement & insurance certificate)

Business name, if different from above

Check appropriate box for federal tax classification

☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C= C corporation, S= S corporation, P = Partnership, D = Disregarded entity) --> _____

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

Do you pay any employees wages or otherwise compensate workers?

☐ Yes ☐ No

Please complete and return to:
Eastern States Exposition
Sales Department
1305 Memorial Avenue
West Springfield MA 01089

By: _____
Name: _____
Title: _____