



Best Western Royal Plaza Hotel & Trade Center, 181 Boston Post Road
Route 495 at Route 20, Marlborough, Massachusetts 01752 (508) 460-0700

AUGUST 26 & 27, 2023



MAILING ADDRESS: Mike Raisbeck, K1TWF, FEMARA Vendor Chairman
85 High St., Chelmsford, MA 01824
Tel: 508-574-5432 email: k1twf@hamxposition.org

We have received your invitation to participate in the 2023 convention and you are requested to reserve:

FULL SIZE 8' X 10' DECORATED BOOTHS AS CHECKED:

_____ 1 Booth \$250 _____ 2 Booths \$425 _____ 3 Booths \$600 _____ 4 Booths \$700

Prices include one 8 foot decorated table per booth, backdrop, side rails, and printed sign.

**Please Note: Modest electrical power will be available If you need more than 10
amps, please contact us to arrange for an electrical drop.**

ADDITIONAL TABLES MUST BE ORDERED IN ADVANCE.

(Firm Name)

(Address)

(Contact Name - Please PRINT)

(Phone and/or Fax #)

(Email Address)

(Web address)

Make checks payable to FEMARA, enclose with this contract, and mail to: Mike Raisbeck, K1TWF, 85 High St.,
Chelmsford, MA 01824

CAUTION: READ SECURITY REGULATIONS FOR 2023 ON THE NEXT PAGE OF THIS CONTRACT
MAKE COPIES FOR YOUR BOOTH STAFF

EXHIBIT INSTALLATION & SECURITY FOR 2023

Several exhibitors have asked us to implement these security procedures in the exhibit hall area. Although this may inconvenience a few late-arriving exhibitors we feel the majority will be well-served by these procedures. Please understand they are for everyone's benefit.

The Exhibit halls will be open to exhibitors beginning Friday, August 25 at noon. On Friday evening the doors will close at 5 PM. A security guard will be posted at the door. Only exhibitors with the proper credentials will be allowed entry after this time. They must sign a log. **AFTER 8 PM, NO EXHIBITOR WILL BE PERMITTED IN THE EXHIBIT HALL. THERE WILL BE NO EXCEPTIONS.** This allows exhibitors to rest in preparation for the show the next day without having to be concerned about the materials in their booths. Exhibitors may re-enter the hall after 7 AM the next morning with proper identification. The show opens to the public at 9 AM on Saturday, August 27 and 10 AM on Sunday, August 27.

Installation of exhibits must be completed **FRIDAY, August 25**. Exhibits will be open to the public on **SATURDAY, August 26 from 9 AM to 5 PM** and **SUNDAY August 27 from 10 AM to 2 PM**. All exhibits must be dismantled and removed from the exhibition hall by **midnight SUNDAY**. All trucking and other services should be arranged **in advance** by the exhibitor. In Massachusetts trucking firms are **CLOSED** on weekends and not reachable.

Vendor chairman Mike Raisbeck, K1TWF with assistance from John Flood, N1JAF can assist you in making any return shipment arrangements within the weekend limitations mentioned above. *Due to the carpeting, motor vehicles will not be permitted on the convention floor.* **Telephone Switchboard at the hotel is (508) 460-0700.**

1. FEMARA, Inc. cannot guarantee exhibitors against loss or damage of any kind but will endeavor to protect exhibitors by having security on duty from noon Friday throughout the convention.
2. No part of any exhibit, or any signs relating thereto, shall be pasted, nailed or otherwise attached to the walls, doors, etc. in any way as to deface same; damage arising by failure to observe these rules shall be paid by the exhibitor.
3. The rights and privileges of an exhibitor shall not be infringed upon by any other exhibitor. Interviews, demonstrations, distribution of literature, etc. must be made inside the exhibitor's booth.
4. All structural work such as shelving, standards, display racks, signs, spot lights, etc. must be approved.
6. Advertising material or signs of firms other than those who have engaged space are prohibited, Canvassing, solicitation or business or conferences in the interest of business, except by exhibiting firms, is prohibited.
7. Space is leased with the understanding that the exhibitor will hold FEMARA, Inc. harmless from any or all liabilities from any cause.
8. Hotel rooms should be booked directly with the hotel. Make sure to tell them that you are with the New England ham radio convention. They can be reached at 508-460-0700. Do this early – rooms become scarce.

All points not covered herein are subject to settlement by FEMARA. The forgoing regulations have been formulated for the best interests of the exhibitors and the cooperation of our patrons is requested.

Thank you,

FEMARA, Inc.

SPONSORED BY FEMARA, INC., A 501(C)(3) ORGANIZATION

Vendor Chair: Mike Raisbeck, K1TWF, k1twf@hamxposition.org