



**Northeast Market Center/GDACA**  
 2 Cabot Road  
 Hudson MA 01749  
 www.northeastmarketcenter.com  
 (978) 567-8900

Note: Email applications to [nemc@northeastmarketcenter.com](mailto:nemc@northeastmarketcenter.com)

# 2019 Exhibitor Application

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SHOWS ARE JURIED due to limited space!**

Each booth includes signage, waste basket, line listing, WiFi, and electric. **A separate \$100 check for Security Deposit is required and must be mailed along with your application. Security deposit refundable at show conclusion (assuming there have been no violations).** Booth are assigned 15 days prior to opening day of the requested show. **Make checks payable to GDACA.**

|             | Qty | Booth / Table        | Cost                                 | Total |
|-------------|-----|----------------------|--------------------------------------|-------|
| Booth       |     | 8' x 10' w/curtain   | \$350                                |       |
|             |     | 8' x 20' w/curtain   | \$600                                |       |
| Table Booth |     | 6' or 8' table booth | \$150                                |       |
|             |     |                      | <b>Amount Due</b>                    |       |
|             |     |                      | <b>Security Deposit</b>              | \$100 |
|             |     |                      | <b>50% deposit due w/application</b> |       |

- January Premiere Show:** Sunday, January 20-Wednesday, January 23
- February Show:** Sunday, February 24-Tuesday, February 26
- March Show:** Sunday, March 24-Tuesday, March 26
- April Show:** Monday, April 29-Tuesday, April 30
- July Show:** Sunday, July 14-Wednesday, July 17
- August Show:** Monday, August 5-Tuesday, August 6
- September Show:** Sunday, September 15-Tuesday, September 17
- October Show:** Monday, October 7-Tuesday, October 8

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Planning Information

Please fill out clearly and completely as this information will appear in the show brochure.

Name as you want it to appear on your booth sign: \_\_\_\_\_

## Brochure / Web Site

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Twitter: \_\_\_\_\_

*Logo and any product / line images should be emailed to [info@northeastmarketcenter.com](mailto:info@northeastmarketcenter.com) for inclusion on the web site.*

### Lines / Description (include any show specials)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



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**List of Names of those working in your booth so we may provide badges:**

- 1.
- 2.
- 3.
- 4.
- 5.

**E-Mail Marketing:**

If you would like us to include any information in our e-mail marketing campaign, please send the following information at least 30 days prior to the start of the show to Ben at [blo93093@yahoo.com](mailto:blo93093@yahoo.com) and Catherine at [info@northeastmarketcenter.com](mailto:info@northeastmarketcenter.com).

- Company Name
- Line List
- Image specifics: Product Shots or Lifestyle images (max 4)
- List of specials
- Hot items



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*Please select the appropriate categories for your products / lines.*

**Baby and Children**

- Baby / Child
- Games / Toys / Books
- Tween

**Clothing and Accessories**

- Accessories, Men's
- Accessories, Travel
- Accessories, Women's
- Bags / Purses / Wallets
- Bath / Body
- Clothing / Eyewear / Footwear
- Jewelry

**Collectibles & Gifts**

- Angels
- Animal & Bird Figures
- Collectibles
- Games, Adult
- Gifts
- Handcrafted Items
- Licensed Products
- Nautical Items
- Novelties / Souvenirs
- Personalized Items
- Pet Items
- Religious / Inspirational
- Seasonal / Holiday
- Sports Items

**Food**

- Baked Goods / Cookies
- Candy / Chocolate
- Coffee / Tea
- Natural / Organic
- Specialty / Gourmet

**Home Furnishing & Accessories**

- Art Items
- Baskets (Decorative)
- Bath Accessories
- Candles / Home Fragrance
- CDs / Music
- Country Items
- Floral
- Frames
- Furniture
- Garden / Outdoor
- Home Decor
- Lighting
- Linens / Textiles
- Wall Decor

**Kitchen and Dining**

- Bar / Beverage
- Cookbooks
- Cookware
- Dinnerware / Flatware
- Housewares / Kitchen
- Kitchen Linens
- Serveware
- Wine accessories

**Stationery / Office**

- Baskets (Waste)
- Books / Bookmarks
- Calendars
- Cards / Stationery
- Crafts / Kits
- Desk Accessories
- Magnets
- Writing Instruments

**Store Accessories**

- Display Items / Fixtures
- Giftwrap / Packaging

1. All exhibitors must check in before moving any merchandise into the building and pay all balances owed to GDACA. This includes, but is not limited to, Dues (members), Outstanding Booth Rental Space, and Storage (members). No one will be allowed to set up without these fees paid in full.
2. Each exhibitor is responsible to leave his booth free of trash and debris at the close of the show. All exhibitors will be signed out when they are finished breaking down and the cleaning deposit will be handed back to them.
3. All booths must be broken down / removed prior to 8:00 pm on the last day of the show or exhibitors must return on the following day to complete break down. Building will be locked at 8:00 pm
4. Exhibitors will be allowed the two days prior to the show to set up their space..
5. No merchandise or equipment of any kind shall be permitted in the aisles or common areas. No heavy adhesive tape may be used on carpet. Wires may not be covered with duct tape but rather be strung over tops of booths.
6. Representatives or exhibitors shall not solicit buyers (button hole) in aisles or stand in aisles. Furniture, fixtures, and samples must remain inside booths. No signs are to be displayed other than line names and exhibitor names.
7. It is agreed that the person signing the contract is directly and financially responsible to GDACA
8. No liquor to be served in any booth. All lines showing must be listed above.
9. All exhibits must remain open and staffed for published show hours: 9:30 am-5:30 pm daily.
10. All exhibitors must wear identification badges while on the show floor.
11. GDACA reserves the right to reject any applications and demand release of booths at any time before or during the show for failure to conform to the rules.
12. During a GDACA Show, there shall be no promotion of any other show not sponsored by GDACA.
13. GDACA is not responsible for any lost or stolen samples or personal property.
14. Any merchandise on the show floor at the start of the show must remain on the show floor until the close of the show on the final day.
15. All booth space must remain as originally set up by GDACA.
16. Neither cash and carry nor sample sales are allowed before 1 hour prior to the show closing on the final day.
17. No two exhibitors shall display the same line at any show unless the line is shared.
18. During show hours, all exhibitors must park in designated exhibitor parking areas.
19. GDACA reserves the right to reject any advertisement in the show directory that it may deem detrimental to the organization.
20. All exhibitors are expected to conduct themselves in a professional manner during the shows.
21. Subletting or sharing of space by exhibitor or use of space assigned to exhibitor by anyone else other than the exhibitor is prohibited.
22. It is understood by the exhibitor that exhibitor space will be assigned by show management at their sole discretion. The size and location of space may differ from show to show.
23. In the event of cancellation by exhibitor, GDACA at its discretion, reassigns exhibit space originally assigned to exhibitor without any refund to exhibitor. Failure to meet payment deadlines as required shall entitle GDACA the right to terminate exhibitor's contract and retain all fees previously paid to GDACA.
24. Exhibitors planning give-a-ways of any nature must make arrangements well in advance with show management. All requests should be in writing. GDACA reserves the right to prohibit the distribution of anything, which, in its opinion, is not in keeping with the character of the show.
25. All demonstrations, promotional activities, or solicitations must be confined within the exhibitor's assigned booth space. No signs or placards may be displayed on persons or otherwise outside exhibit space. Distribution by the exhibitor of any printed matter, samples, or other articles shall be restricted to within the confines of the exhibitor's booth.
26. GDACA will not be responsible or liable for injury to the person or property of exhibitors, invitees, employees, or agents.
27. Furthermore, the exhibitor agrees to hold harmless or defend Show Management, and/or GDACA, from any liability of personal injury and loss or damage to property. Exhibitors should insure against such contingencies.
28. In the event of cancellation of the Show, due to fire, strikes, acts of God, government regulations, or any other cause beyond control, Management shall determine an equitable basis for the refund of such portion of any Entrance, Publicity, Directory and Exhibit Fee as is possible, after consideration of expenditures and commitments already made. Fees are not refundable for any other reason. Neither show management or GDACA and its Association shall be liable for any damages incurred by Exhibitor by reason of such cancellation.
29. Exhibitor agrees to indemnify and hold harmless GDACA, sponsoring organizations, exhibit facilities, or any officer or member of these organizations or the subcontractors, or any agent or servant of the foregoing, from and against losses, damage or injury to person or property sustained by exhibitor, or any other person, and resulting from any cause whatsoever, including but without limitation, fire, theft, water, or accidents of any kind or nature. Upon receipt of notice of claim of any such loss, exhibitor agrees to defend said persons or organizations at Exhibitor's sole expense with counsel, satisfactory to Management and GDACA. Exhibitor hereby releases and waives all rights and claims against them, their agents and servants with respect thereto.
30. You are required to leave your space as you found it upon arrival. All boxes must be broken down and removed. All trash must be placed in the dumpster to receive security deposit refund.