

The Spring Needlepoint Show 2019

EXHIBITOR REGISTRATION

Set-Up : Friday March 29th

Show Dates: Saturday, March 30th – Monday, April 1st

Please make sure you print or type your information so it is legible. You must submit the first two pages and a check for \$250.00 (per room) made out to The Spring Needlepoint Show or TSNS to be considered registered for the show.

Business Name _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Website: _____

Contact Person: _____ Title: _____

Tax ID# _____

Main Product of your Company _____

Room Requirements:

_____ One Suite _____ Two suites side by side (\$250. Fee per room)

_____ King Suite _____ Double Suite _____ Handicapped

_____ I wish to be placed near _____ if possible

_____ I need additional sleeping rooms

Tables for use in you room

_____ Plain table @ \$35.00 _____ Table w/ table cloth @ \$45.00

Tables must be pre-ordered and will be charged to your room.

Signature _____ Date: _____ Check# _____

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Exhibitor Badge Names:

Main Contact: _____

Others: 1. _____ 2. _____

3. _____ 4. _____

Show Directory: In addition to your information at the top of the page, please provide a brief description of your company, i.e. artists represented, style of design, accessories, etc.
(25 words or less)

Arrival Date: _____ Arrival time: _____

When you have this information, let us know and we will try to have additional shuttle service available.

_____ Gift Bag Program: we are planning to give the buyers a gift bag. If you wish to donate to the bags or a canvas to be given away please check here and you will be contacted.

_____ Number of Packages being shipped to hotel. (Please refer to the attached sheet for information on this service.

Exhibitors Registration

Christine Kesten – (CBK Needlepoint)

508-364-6377 (cell) 508-428-4004 (office)

Send forms signed and check to The Spring Needlepoint Show, 933 Osterville-West
Barnstable Road, Marstons Mills, MA 02648

Signature _____ Date: _____ Check# _____

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EXHIBITOR GENERAL INFORMATION

Room Information: The room rate at the Embassy Suites, Orlando Airport is \$172.00 plus tax. Rooms are on hold for Friday – Tuesday (4 nights)

The hotel will extend the rate for 3 days prior and 3 days after the show subject to availability. You will be charged for Monday night even if you do not sleep there since the show concludes after the normal check out time. There will be a link to the hotel on the website to book your room(s). If you wish extra days, you will need to contact the hotel directly. (407) 888-9339

Please be advised that there are fewer double suites than king suites and a limited number of handicapped accessible rooms. We will do our best to provide the type of room you request.

If you request 2 rooms side by side, both must be open during the show hours.

The registration fee of \$250. applies to each room rented. The hotel provides a cooked-to-order breakfast each morning and a nightly manager's reception. Parking which is normally \$16.00 has been reduced to \$8.00 and high-speed internet access will be available at no charge. The hotel offers laundry facilities, a pool and 24 hour complimentary shuttle to and from the Orlando International Airport.

Additional rooms will be available at The Hampton Inn, a three + minute walk from the hotel.

Price to be determined. More info will be forthcoming.

Welcome Party – Saturday, March 30th 5:30 – 7:30

All attendees are welcome and will receive drink cards if they are not staying at the hotel.

Show Hours: Saturday, March 30th 10:00 – 5:00

Sunday, March 31st 9:00 – 5:00

Monday, April 1st 10:00 – 3:00

Wrap up meeting – Monday 9:00 – 10:00

Please remember that you must abide by these hours in order to be fair to your fellow exhibitors. No Friday night opening.

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Shipping Information: The hotel will accept packages starting Tuesday, March 26th. Packages that are received before that date WILL NOT be accepted. The fee is \$7.00 per box for receiving and shipping. You can tip the staff person that assists with your boxes directly.

No large crates or pallets will be accepted since the hotel will not be able to deliver them to your room.

You will be responsible for any damage caused to your room. You must use a product to hang your canvases that will not cause damage when removed. You will not be allowed to sell from your room without a contract from TSNS.

At this time, we are unable to provide furniture removal from your rooms. DO NOT put furniture in the hallway.

No signage on the hotel railings will be allowed. The room window is 36.5 x 48.5 which you can use for display.

Important Dates

October 1st – Registration form and fee due – no cancellation or refunds after this date unless space is unavailable

November 15th – room assignments

Remember, TSNS is a Closed Trade Show – it is not open to the public. Sales are intended for resale purposes only. All purchases must be made thru approved buyers. Sales to guests are not allowed. We do not charge sales tax and don't want any problems with the state of Florida. All attendees must wear their badges during the show hours.

You will need your room key for your drinks at the Welcome Party on Saturday. If you are staying at another hotel, we will provide you with a drink card.

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The Spring Needlepoint Show LLC

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