



2019 Annual Session Marketplace Application

Thursday, October 3, 2019, 8:00 a.m.-2:00 p.m.
Hershey Lodge, Hershey, PA

COST: \$50 per 6' table with 2 chairs (pending approval)

Please complete the following information for review and approval. Please return this page to Elizabeth Lane at elane@executiveoffice.org by **August 31, 2019** for consideration. Please put "NEAFCS Marketplace Application" in the subject line.

Company/Vendor: _____

Name: _____ Email: _____

Phone: _____ Address: _____

Company Description: _____

Product(s) to be displayed: _____

If you require electricity, there will be additional costs charged by the hotel and these additional costs are the responsibility of the vendor. A form will be provided to each approved vendor to secure these services directly from the hotel. Basic Wi-Fi will be provided to Marketplace vendors.

Will you require electricity access? Yes / No

Additional services/items are available and provided by Hershey Expo. All additional rental orders will be the responsibility of the vendor.

IMPORTANT INFORMATION

- The hotel cannot store any products brought in by vendors.
- Vendors are responsible for providing their own equipment/items necessary to provide samples (bowls, spoons, napkins, etc.)
- Vendors are responsible for the up-keep/cleanliness of their tables.
- Vendors are responsible for all set-up and tear-down of their items.
- All wine and liquor is prohibited. It cannot be brought in, sold or given-away.