Editor Showcase

NEW YORK MARRIOTT MARQUIS
EMPIRE Complex
1535 Broadway
New York, NY 10036
July 14, 2014 ~ 5:00 PM – 8:00 PM

2014 SNACK ATTACK EXHIBIT SPACE APPLICATION & CONTRACT

EXHIBITOR INFORMATION
Please fill out the following information exactly as you would like it to appear in show directories and signage.

Brand Name:	Company Name (Billing):	
Contact Name:	Title:	
Address:		
City:	State:	Zip:
Phone:	Mobile (Optional):	
Email:		
Website:		

CONTACT FOR MEDIA

☐ Same as above.		
Company Name:		
Contact Name:	Title:	
Address:		
City:	State:	Zip:
Phone:	Mobile (Optional):	
Email:		

ATTENDEE INFORMATION
Please list the names of those who will attend on behalf of your company (please print clearly).

Attendee 1:	Title:
Attendee 2:	Title:
Attendee 3:	Title:

ON-SITE ACTIVATION
Please answer the following:

Will you be sampling food or alcohol? ☐ YES ☐ NO If yes, please explain:	
Will you need cold storage? ☐ YES, Refrigeration ☐ YES, Frozen ☐ NO	
Do you need electrical? ☐ YES ☐ NO	Do you need internet? ☐ YES ☐ NO
If you have special requirements for what you'll be exhibiting, please describe:	

PRICING

☐	Exhibitor (By May 2, 2014)	$2,500 / Brand
☐	Exhibitor (After May 2, 2014)	$3,000 / Brand
☐	Multi-Brand Discount	$200 Off / Brand
☐	Multi-Showcase Discount	$250 Off / Brand / Showcase

Brand / Exhibitor Registration Includes:

- Exhibit table (6-foot draped)
- Full-color table-top signage (8.5" x 11")
- 3 Company representative badges
- 6 Drink coupons

PAYMENT INFORMATION

Payment: Full payment must be received in the form of a business check or major credit card. Signed contract and full payment must be received by advanced registration deadline in order to receive discount rate. Companies contracting with Editor Showcase after the advanced registration agree to submit all payments no less than 30-days prior to event date. All contracts received within the 30-day window of the event date require payment in full at the time of contract. Failure to submit payment according to these terms may result in forfeiture of exhibit space. No refunds will be issued for partial payments received. **Cancellation Notices:** Cancellations must be in writing and received by May 9, 2014. Exhibitors will receive a full refund minus $100 handling fee. After May 9, 2014, no refund.

Payment by Credit Card: ☐ AMEX ☐ Visa ☐ MasterCard

Cardholder Name: _____ Card Number: _____

Security Code: _____ Exp Date: _____ Amount Charged: ☐ Deposit: $_____ ☐ Full Amount: $_____
(Check one)

Authorization: _____

☐ Payment by check: Please make check payable to: MM & K, LLC and mail to: Editor Showcase, 1399 N. Cuyamaca Street; El Cajon, CA 92020

MM & K, LLC is authorized to reserve space for our use in Editor Showcase at the New York Marriott Marquis on July 14, 2014. Signature and payment constitutes company has read and understood Addendum A of registration form and also agreement to abide by the cancellation policy and all other rules and policies. MM & K, LLC reserves the right to refuse service to any individual or company.

Submitted by: _____ Date Submitted: _____
(Authorized Signature)

Editor Showcase

Addendum A
Budgeting and Space Restrictions at Editor Showcase

Electricity – Electricity is available through the Marriott Marquis. Please fill out proper electrical order forms and fax to the Marriott Marquis to purchase. Pricing varies.

Internet – Internet is available through the Marriott Marquis. Please fill out proper internet order forms and fax to the Marriott Marquis to purchase. Pricing varies.

Receiving and Delivery Handling Fee

- All packages are subject to a $1.00 per lb. service fee excluding letters and packs.
- Pallet delivery is subject to a $75.00 per pallet service fee plus $1.00 per lb.
- Due to limited storage space, the Marriott requests that shipments NOT arrive any earlier than three (3) days prior to arrival.
- Any large deliveries through the Marriott loading dock must be communicated to Fast Forward Events.

Cold Storage

- In addition to the receiving and delivery handling fees, cold storage fees are an additional $25.00 surcharge per box. Any boxes that need to be refrigerated or frozen must be VERY CLEARLY LABELED and tracking numbers must be sent to Fast Forward Events.

Ship Out Handling Fee

- $10.00 per box and $20.00 per case for FedEx, UPS, Airborne Express and all other carriers.
- Pallets are subject to $75.00 per pallet.
- Stored packages must bed picked up within 24 hours after drop-off. Packages not collected within 24 hours are subject to a $75.00 storage fee per day.
- The New York Marriott Marquis will not be responsible for items left unattended.

Sampling Food

- Any food brought in must be sample sized and in DIRECT correlation with the exhibitor.
- The Marriott catering department MUST provide any outside food without direct correlation to exhibitors. If exhibitors are interested in providing additional food items for to enhance product samples, please send the request to Fast Forward Events. The Marriott will then provide pricing. Pricing varies.

Preparing Food

- Exhibitors are able to use the Marriott kitchens to heat items. The Marriott staff will not heat the items for exhibitors. Exhibitors will be accompanied to the kitchen by the Marriott staff and assisted during kitchen use.
- Use of kitchen is a minimum cost of $200.00 and will increase based on actual use required.

Sampling Alcohol

- A Marriott bartender must serve any alcoholic beverage being served at an exhibit.
- Any alcohol brought in is subject to a service charge and corkage fee. Service charge and corkage fee will be determined by the Marriott's retail value of the product.
- Cost of bartender is $250.00.

Space Restrictions

- Exhibit space for ALL exhibitors is limited to the 6' table provided and approximately 3' behind the table. Banners should not exceed 8' high. All pop-up banners and displays are required to adhere to these space limitations unless approved by event management.
- Back tables will only be issued by request two weeks prior to the event. Requests after the deadline are subject to additional setup costs IF requests can be accommodated.
- Affixing to the walls is strictly prohibited. Violation is subject to damage charges by the venue.