



# 2018

**Maine Municipal Tax Collectors'  
and Treasurers' Association**

# Annual Conference

**May 18, 2018**

Waterville Elks Banquet & Conference Center  
76 Industrial Street, Waterville, ME

# VENDOR PACKET

**Sponsored by:**

Maine Municipal Tax Collectors' and Treasurers' Association

[www.mmtcta.org](http://www.mmtcta.org)

# Maine Municipal Tax Collectors' and Treasurers' Association 2018 Annual Conference

## **MMTCTA BOARD**

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### **DIRECTORS**

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May 18, 2018

Dear MMTCTA Annual Conference Vendor,

Thank you for your participation in the Annual Maine Municipal Tax Collectors' and Treasurers' Association Conference. We appreciate your support and involvement.

At your booth, you will find the following: Name Badges for the Conference with Exhibitor ribbon, Conference Attendee List, Conference Program and an Evaluation for you to fill out.

Again, please accept our sincerest thanks for being a part of the MMTCTA Annual Conference. We are looking forward to a successful event!

Sincere regards,

Rhonda Stark  
President  
Maine Municipal Tax Collectors' and Treasurers' Association

# Maine Municipal Tax Collectors' and Treasurers' Association 2018 Annual Conference

May 18, 2018 • Waterville Elks Banquet & Conference Center • Waterville, ME

\*\*\*\*Please be sure to read thoroughly\*\*\*\*

## VENDOR TERMS

### Location of Vendors

The 2018 Annual Conference will be held at the Waterville Elks Banquet & Conference Center, Waterville, Maine. MMTCTA reserves the right to make such modifications and changes in table top/booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of the vendors and registrants. Space is limited, table top/booths will be assigned by date received on a "first come - first paid" basis.

### Table Top/Booth Equipment and Service Information

Each table top/booth space (8' x 6' space) rented will include an 8-foot skirted table (see vendor floor plan for placement), two chairs and standard 110 power upon request. Please note that the vendor area is only for tabletop displays and not intended for large floor model display booths. If you have a large type booth, it must fit within the parameters of the 8-foot tabletop area. **Note: Vendors must provide electrical extension cords. The length of extension cord required will vary depending on location of booth.**

### Vendors' Representative Admission

Two (2) full Conference registrations will be provided for each table top/booth space rented. If you require additional badges, please register additional attendees using the attendee registration form that can be downloaded from the MMTCTA website at [www.mmtcta.org](http://www.mmtcta.org).

### Overnight Accommodations:

Hampton Inn, 425 Kennedy Memorial Drive in Waterville, Maine has special overnight rates for the Seminar. To make your reservation, please call (207) 873-0400 and mention the MMTCTA Annual Conference. All reservations need to be made by April 17, 2018 in order to get the discounted rate. All reservations must be guaranteed with a credit card.

### CHECK-IN TIME: 3:00 PM

### CHECK-OUT TIME: 11:00 AM

Room Rate Per Night – \$93.00 (includes Continental Breakfast)

**Tax exemption:** Tax exemption will be accepted with proper documentation and payment in the form of a check from the government agency. Any member paying directly with cash, personal check, or credit card will not be eligible for tax exemption status. If tax-exempt, enclose a copy of the municipality's tax-exempt number. This must be accompanied by a City/Town check.

**Reservations and Cancellation Procedures:** All requests to increase room block or accommodate requests for specific room types will be subject to availability. Rates for additional rooms may vary from the Special Group Rates.

Upon confirming reservations, individuals will be required to provide a valid credit card to guarantee each room. Full payment of one night's lodging will be charged to the credit card used for the guarantee in the event that a guest does not cancel the reservation prior to 4 pm the day prior to the scheduled arrival.

### Installation and Removal Time

Vendors must be set up between 6:30 AM and 8:00 AM on Friday, May 18, 2018. All vendor materials and equipment must be removed from the vendor area by 4:00 PM on Friday, May 18, 2018.

### Vendor Hours (Table Top Vendors) - Available to Attendees

Friday, May 18, 2018: 8:00 AM – 4:00 PM

(Over)

### **Vendor Facility**

The Vendor assumes responsibility and liability for losses, damages and claims arriving out of injury or damage to the Vendors' displays, equipment and other property brought upon the premises of Waterville Elks Banquet & Conference Center. The Vendor shall indemnify and hold harmless Waterville Elks Banquet & Conference Center and MMTCTA and their agents, servants and employees from any and all such losses, damages and claims.

There is not another agreement of warranty between the Vendor and MMTCTA except as set forth in this document. The rights of MMTCTA under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of MMTCTA.

### **Security and Insurance**

The Vendor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Vendor is understood to remain in its care, custody, and control in transit to or from within the confines of the facility.

### **Care of Building and Equipment**

Vendors, or Agents, must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Vendor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the vendor area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws that are in effect at the Vendor area. The Vendor shall also comply with all reasonable requests of officials of Waterville Elks Banquet & Conference Center with respect to installation, conduct and disassembly of its Vendor display.

### **Cancellation of Event**

In the event that it is necessary to cancel a portion or all of the Annual Conference and/or the Vendor displays due to any cause beyond the direct control of the MMTCTA including, but not limited to, damage to, or destruction of, the convention and vendor building, labor strikes, adverse weather conditions, the Vendor shall be reimbursed for actual direct costs not incurred by MMTCTA.

### **Cancellation of Registration**

All cancellations are subject to a NON-REFUNDABLE cancellation fee of \$100.00 per table. Cancellations received prior to May 4, 2018 are subject to the \$100.00 cancellation fee. Cancellations received after May 4, 2018 are 100% NON-REFUNDABLE.

### **Vendor Confirmation**

A letter confirming your Vendor registration and your booth assignment will be mailed to you prior to the event.

### **Parking**

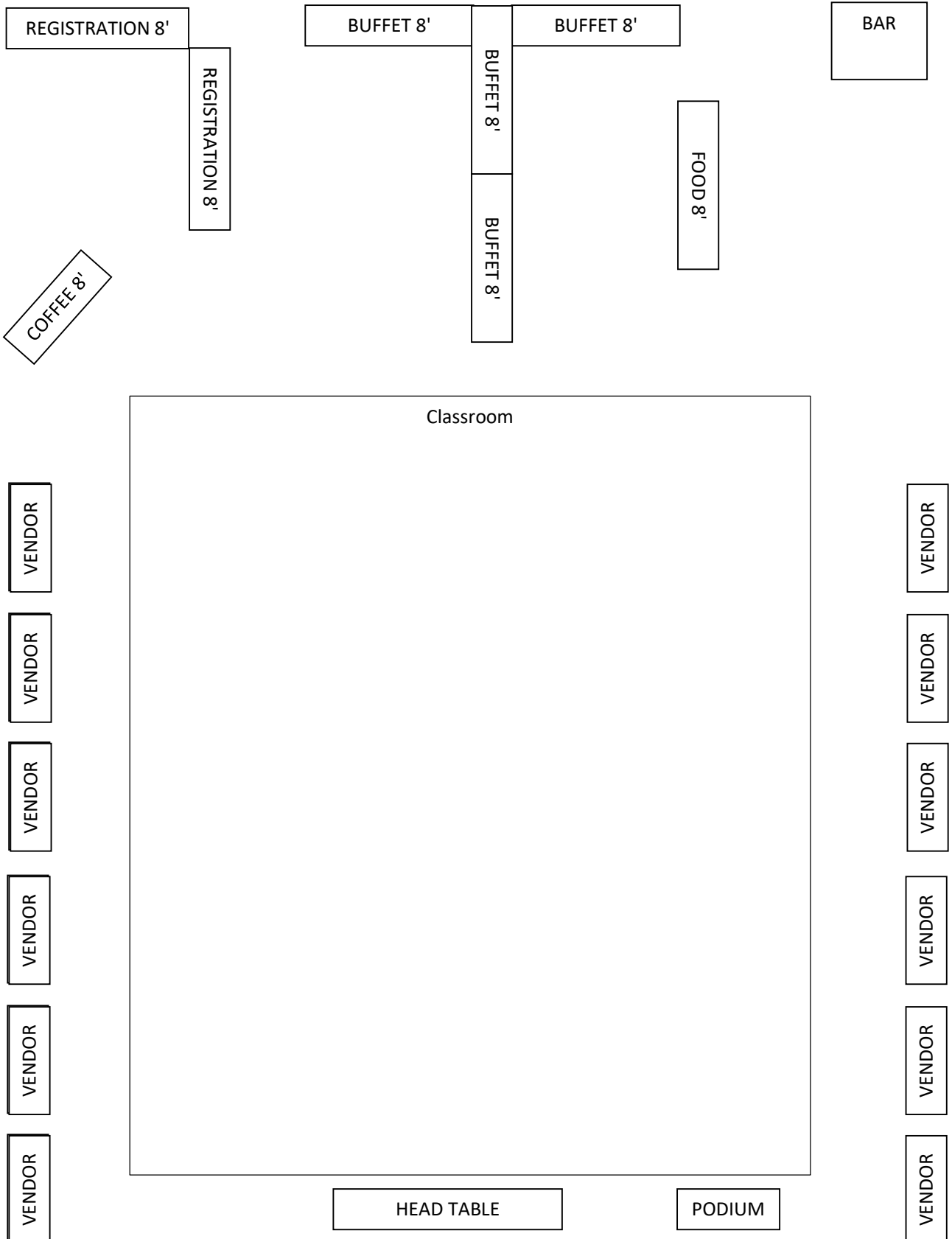
On site and free.

## **DIRECTIONS TO WATERVILLE ELKS BANQUET & CONFERENCE CENTER (LODGE #905) - WATERVILLE, ME**

**Physical Address: 76 Industrial Street, Waterville, Maine 04901**

Take Exit 130 (Waterville/Winslow Exit) from I-95 and head towards Waterville. Take your first left onto Armory Road and your first left again onto Industrial Park Road. Proceed to the end of the Industrial Park Road to the Elks Club. Bear to the left of the building and you'll find the Banquet Center at the end of the building. Website address: [http://www.watervilleelksbanquetcenter.com/about\\_us.html](http://www.watervilleelksbanquetcenter.com/about_us.html).

# Waterville Elks Banquet & Conference Center



# VENDOR REGISTRATION FORM

Maine Municipal Tax Collectors' and Treasurers' Association ● Annual Conference – May 18, 2018

INQUIRIES: (207) 623-8428 OR 1-800-452-8786; FAX: (207) 624-0128

**\*\*\*Registration Deadline: May 4, 2018\*\*\***

<b>Billing Information:</b>	<b>Name Badge Information:</b> <i>*Name badge will be prepared as indicated here.</i>
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Full Name: _____	First Name: _____
E-mail: _____	Last Name: _____
Full Name: _____	First Name: _____
E-mail: _____	Last Name: _____
Employer: _____	
Billing Address: _____	
City, State, Zip: _____	
Phone: _____	

Two (2) full Conference registrations will be provided for each table top/booth space rented. If you require additional badges, please register additional attendees using the attendee registration form which can be downloaded from the MMTCTA website at: [www.mmtcta.org](http://www.mmtcta.org).

Please check if electrical service is required-110v ONLY.       Please check if you DO NOT need a table.

NOTE: Vendors must provide electrical extension cords. The length of extension cord required will vary depending on location of booth.

YES! I would like to contribute a Prize to give away at the Conference (Sponsors will be recognized for their contribution): \_\_\_\_\_ (Please indicate the prize your company is donating)

**Sponsorship Opportunities: (Sponsors will be recognized for their contribution--Please check all that apply)**

**SILVER:** \$300.00 donation. Sponsors will receive an Annual Conference Program Ad.

**OTHER OPPORTUNITIES:** Afternoon Break \$100.00 per day. Recognition in the program. Door prizes - Amount at Vendor discretion.

Total Sponsorship Amount : \_\_\_\_\_ = \$ \_\_\_\_\_

**COST/PAYMENT INFORMATION**

Vendor space reservation: 1 Full Conference Registration: Includes Friday's Continental Breakfast, Morning & Afternoon Breaks, plus 2 luncheon tickets for Friday.

Vendor Booth Reservation \_\_\_\_\_ @ \$185.00/booth : \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL ENCLOSED (Vendor Booth Fee & Sponsorship):** \_\_\_\_\_ = \$ \_\_\_\_\_

**DISCLAIMER: LIABILITY AND PROTECTION**

The Maine Municipal Tax Collectors' and Treasurers' Association and agents will not be held responsible for any injury to exhibits or for any loss by fire, theft, damages, delay, mechanical failure, or labor trouble which may occur or which may otherwise affect Vendors or which may affect in any way the results Vendors may expect to derive from or produce by their exhibits while Vendors are utilizing the Elks Banquet & Conference Center in Waterville, Maine.

I acknowledge that I have read and understand the Vendor Terms and above section: \_\_\_\_\_  
(Sign and Date)

Please return this form with payment to: MMTCTA 2018 Annual Conference, 60 Community Drive, Augusta, Maine 04330



# 2018

**Maine Municipal Tax Collectors'  
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## **Annual Conference**

### **May 18, 2018**

Waterville Elks Banquet & Conference Center  
76 Industrial Street, Waterville, ME

For additional information visit: <http://watervilleelksbanquetcenter.com/>

**2018 Annual Conference  
Materials Enclosed!**

MMTCTA  
60 COMMUNITY DRIVE  
AUGUSTA, ME 04330

