



*Maine School Nutrition Association
Commodity Processing and
Directors/Managers Vendor Show
January 30, 2020*



11/8/2019

The Maine School Nutrition Association invites you to participate in our Commodity Processing and Vendor Show. **This show is in conjunction with the MSNA sponsored Director, Supervisor and Manager annual training.**

Date: Thursday, 1/30/2020
Location: Portland Marriott at Sable Oaks
200 Sable Oaks Drive
South Portland, ME 04106
Time: 12:50 PM – 3 PM
Set Up Time: 9:00 AM

The attendees of this show are the people who make School Food Service purchasing decisions. We will not be charging an admission fee to the attendees to encourage a large turnout. Last year was a great show.

Exhibit space will be allocated on a first-come, first-served basis with preferences given to our Platinum, Gold and Silver members. **If you became a Platinum, Gold or Silver Industry member for the Annual Conference, one of the benefits is one booth at both the Annual Conference (August) and the January Conference. Any additional booths, back tables or electric needs are an additional fee.**

All Vendors need to complete the attached contract. Early Bird rate ends January 13, 2020. We anticipate exhibit space will be filled quickly, so please complete the contract and return it, along with payment as soon as possible.

By signing the attached contract, the Processor/Company agrees to the following:

Food Show Rules, Regulations, and Policies:

1. Each exhibit space will consist of one (1) six foot covered table. Booths will be assigned upon receipt of payment. **Early Bird rate is \$950.00, after January 13, 2020 the rate is \$1,050.00.**
2. Please indicate whether electricity is requested on the reservation form. **The use of a power strip is NOT ALLOWED.**
3. There is a fee of \$950.00 per exhibit table for this NOI show. You must return the attached contract with your payment no later than January 21, 2020 to guarantee your space. The reservation fee is non-refundable, unless the Show is canceled by MSNA.
4. Exhibit tables must be open and staffed for the entire show (12:50 PM – 3:00 PM). Exhibit set-up begins at 9:00 AM. Exhibitors are not permitted to close their exhibit prior to the end of the show.
5. All equipment and supplies necessary to present your products (i.e. heating equipment, sterno trays, serving utensils, etc) are the responsibility of the exhibitor. If you have an open flame, please have a fire extinguisher at your booth.
6. Vendors will have access to some commercial ranges and ovens in the hotel. **There will be a charge of \$100.00 per hour, per person for the use of the kitchen.** Because of past issues we will be monitoring Vendor access to the kitchen. It is the Vendor's responsibility to make the necessary arrangements with the Portland Marriott at Sable Oaks Coordinator
PHONE: 207-347-6878 Please note – Food storage facilities **ARE NOT** available.



*Maine School Nutrition Association
Commodity Processing and
Directors/Managers Vendor Show
January 30, 2020*



7. The local food bank will pick up any leftover samples or foods at the end of the show.
8. All USDA commodity processed products presented must conform to the end product data schedule and/or summary end product data schedule submitted to the USDA/Maine Child Nutrition Program. The State will provide stickers to be placed on commodity processed products.
9. Processor/Company must have available for food show attendees at least 150 copies of the nutritional analysis for each product displayed at the show.
10. Product samples may be provided to the attendees to use outside of the food show, as well as other point-of-sale or promotional materials. However, no door prizes, give-away's, contests or similar activities may be conducted.
11. Representatives from every school district in Maine will be invited to the food show. The MSNA makes no representation as concerns the actual number of persons who will attend the show.
12. Commodity Processors/Brokers, etc, are expected to come to the food show with pricing for 2020-2021. The USDA commodity (price) file for 2020-2021 is available on the USDA website beginning November 15th. It is expected that all processors and brokers will have accessed that file and calculated their pricing for the 2020-2021 show.

Checks for exhibit space should be made payable to:
MAINE SCHOOL NUTRITION ASSOCIATION

Please send check to:
MSNA, P. O. Box 1065, Lewiston, ME 04240

Credit Card payments accepted for an additional 3% fee.
Call our Association Coordinator, Jeanie Giroux, at (207) 577-6702 with credit card information.

Ellen Demmons & Tina Fabian, MSNA Industry Co-Chairs
edemmons@rsu21.net tfabian@rsu3.org
207-985-9966 207-568-4607

Email contact: industrymsna@gmail.com

Check and registration form must be submitted by January 21, 2020. Early Bird rate ends January 13, 2020

For room reservations: \$111.00 per night 1/29 & 1/30/2020
Phone reservations: **Rooms must be reserved by 12/29/19**
24/7 Reservations - 1-866-257-5990 Key Words: "MSNA Winter 2020"



*Maine School Nutrition Association
Commodity Processing and
Directors/Managers Vendor Show
January 30, 2020*



Date: Thursday, 1/30/2020
 Location: Portland Marriott at Sable Oaks
 200 Sable Oaks Drive
 South Portland, ME 04106
 Time: 12:50 PM –3:00 PM
 Set Up Time: **9:00 AM**

Contract to Exhibit
(Please Print)

Company Name	
Company Address	
Company Contact Person	
Company Contact's Signature	
Telephone Number	
Email Address	
Number of Booths	
Number of Back up Tables	

RATES:	TOTAL NUMBER	TOTAL COST
Booth: Platinum, Gold or Silver paid in August 2019		\$0.00
Booth: Bronze or Non sponsor \$950.00 EB, \$1,050.00 after 1/13/2020		\$
Back-up Table \$25.00 each		\$
Electrical Outlet per booth \$35.00 each		\$
Kitchen Use \$100.00 per hour per person – reserved in advance		\$
GRAND TOTAL		\$

Please return completed Exhibitor Contract with payment by January 13, 2020 for Early Bird rate. (\$950.00) Contracts accepted until January 21, 2020 at the rate of \$1,050.00 per booth.

Check payable to: MAINE SCHOOL NUTRITION ASSOCIATION
 MSNA Fed ID# 0104422172