

EXHIBIT KIT

SHOW **KNIT & CROCHET**

Sponsored by



July 8-10, 2010

**Radisson Hotel Manchester-Center of NH
Manchester, New Hampshire**

Dated Material Enclosed

Please take a few moments to examine the contents and forms inside.

If you are not the person responsible for setting up your exhibit,
please pass this along to appropriate staff. Thank you!

Owned & Managed by Offinger Management Co.
www.Offinger.com

CHECKLIST & DEADLINE DATES

Dear Exhibitor:

We are pleased you will be joining us for the Knit & Crochet Show, sponsored by Crochet Guild of America (CGOA) and The Knitting Guild Association (TKGA). This Exhibit Kit includes service forms and general information to help you better organize for the show.

| SECTION / PAGE | DEADLINE DATE | COMPLETED |
|----------------|---------------|-----------|
|----------------|---------------|-----------|

Section A: FORMS

| | | |
|-----------------------------------------------------|--------------------------|--------------------------|
| Fashion Show Submission | May 28, 2010 | <input type="checkbox"/> |
| Conference Special Event Registration Form ... | May 28, 2010 | <input type="checkbox"/> |
| Specialty Logo Item Order Form | May 28, 2010 | <input type="checkbox"/> |
| Exhibitor Badge Order Form | May 28, 2010 | <input type="checkbox"/> |
| Door Prize Donation Form | May 28, 2010 | <input type="checkbox"/> |
| Hats Donation/Silent Auction Form | May 28, 2010 | <input type="checkbox"/> |
| Business Card Ad Form | May 28, 2010 | <input type="checkbox"/> |
| Book Signing Form | May 28, 2010 | <input type="checkbox"/> |
| Unique <i>Cast On</i> Magazine Ad Opportunity | May 2, 2010 | <input type="checkbox"/> |

Section B: GENERAL INFORMATION

| | | |
|----------------------------|-----------------|--------------------------|
| General Information | Read ASAP | <input type="checkbox"/> |
| Emergency Procedures | Read ASAP | <input type="checkbox"/> |
| Exhibit Rules | Read ASAP | <input type="checkbox"/> |
| Display Standards | Read ASAP | <input type="checkbox"/> |
| Security Tips | Read ASAP | <input type="checkbox"/> |
| Directions/Parking | Read ASAP | <input type="checkbox"/> |

Section C: HOTEL & GENERAL SERVICE CONTRACTOR SERVICE ORDER FORMS

| | |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------|
| Electrical Service (Hall Form)..... | <input type="checkbox"/> |
| High Speed Internet Access Order Form (Hall Form) | <input type="checkbox"/> |
| Letter from General Service Contractor (SER) about Exhibitor Services Manual (includes shipping information) | <input type="checkbox"/> |

Again, welcome. If you have any questions, please call 740-452-4541.

Sincerely,

Knit and Crochet Show Staff

Section A: FORMS

Fashion Show Submission

Showcase your latest yarns and fashions: model a garment at the Exhibitor Fashion Show on Friday, July 9 at 1 p.m.
Cost: \$25 per garment before May 28; \$40.00 after May 28. (Ensembles: You may enter ONE at \$25/\$40 rate).

MAKE TWO COPIES OF THIS FORM – RETURN ONE BY DEADLINE AND ATTACH ONE TO THE GARMENT.

DEADLINE: MAY 28, 2010. USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No. (s) _____

Firm Name _____

City, State, Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

IMPORTANT: Copy form as needed. One garment per form. **Garments without completed forms will be rejected.** Turn in garments on move-in day to Show Registration. Each garment must have a **sewn in label** with company name for garment return.

PRINT CAREFULLY. Forms not easily readable by emcee may be rejected (along with garment).

FOR OFFICE USE ONLY

Rcvd _____ Amt _____ Ck# _____ Ackd _____

Modeling of Garment:

Garment Size: _____

Check ONE: For Female Model For Male Model

Check all that apply:

- I will model my own garment.
NOTE: we would prefer that you model your own garment and show off your hard work!
- I agree to allow others to model my garment (with no liability to them or Show Management or the participating Show sponsors or their staff for loss, damage or soiling of garment)
- I am willing to model other people's garments.

Note: The emcee and designated backstage coordinators will provide direction on when garments are introduced into the Fashion Show.

Garment Title: _____

Garment Description Provide 100 words or less – must be easily readable. Include such things as the type of garment, predominant colors used, the yarns, type of construction (including knit, crochet, combo), special techniques, etc. If no description is given, garment will be rejected. :

FOR OFFICE USE ONLY: Rcvd _____ Amt _____
Ck# _____ Ackd _____

Check if description continues on back or second sheet. (Remember: Put your name on second sheet!)

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303 Fax: 740-452-2552
PLEASE MAKE A COPY FOR YOUR RECORDS

Method of payment Payment due at time of order. All payments in US funds drawn on US banks. \$25 fee charged for returned checks.

- Company Check (make check payable to Offinger Management Co.) Cashier's Check/Money Order
- Debit: Credit: Amer Express Discover MasterCard VISA

Credit Card # _____ Exp. Date _____ 3-or 4-digit sec code _____

Cardholder's Name (Print) _____ Billing Address _____

Authorized Signature _____ Amt. charged \$ _____

1100-H Brandywine Blvd • Zanesville OH USA 43701-7303

Phone: 740-452-4541 • Fax: 740-452-2552

E-mail: KnitandCrochetShow@Offinger.com • Web site: www.KnitandCrochetShow.com

Conference Special Event Registration Form

Meet and mingle with Conference Attendees by joining them before or after hours at any of the Conference's Special Events. Great food and a good time are guaranteed! See the Attendee Registration brochure or our Web site (www.KnitandCrochetShow.com) for details.

DEADLINE: MAY 28, 2010

USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No. (s) _____

Firm Name _____

City, State, Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Completing this form serves CGOA/TKGA/Management (Offinger Mgr. Co.) notice that you agree to be contacted by mail, phone, fax and/or e-mail.

NOTE: Member = CGOA and/or TKGA Member

Wednesday, July 7, 2010 (prices are higher on site)

Professional Development Day

\$85 Mbr Pre-reg No. attending ____ = \$ _____

\$115 Non-Mbr Pre-reg .. No. attending ____ = \$ _____

Lunch - Professional Development Day

\$28 Pre-reg..... No. attending ____ = \$ _____

TKGA On Your Way to the Masters Day

\$85 Mbr Pre-reg No. attending ____ = \$ _____

\$115 Non-Mbr Pre-reg ... No. attending ____ = \$ _____

Lunch - TKGA On Your Way to the Masters Day

\$28 Pre-reg..... No. attending ____ = \$ _____

Friday, July 9, 2010 (prices are higher on site)

TKGA Anniversary Dinner

\$45 Mbr Pre-reg No. attending ____ = \$ _____

\$55 Non-Mbr Pre-reg No. attending ____ = \$ _____

Saturday, July 10, 2010 (prices are higher on site)

CGOA Dinner (same night as exhibit tear-down)

\$45 Mbr Pre-reg No. attending ____ = \$ _____

\$55 Non-Mbr Pre-reg No. attending ____ = \$ _____

You're also invited to free events – see complete schedule at www.KnitandCrochetShow.com.

FOR OFFICE USE ONLY: Rcvd _____ Amt _____
Ck# _____ Ackd _____

TOTAL FEES: \$ _____
No refunds or cancellations after June 17, 2010.

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303 Fax: 740-452-2552
PLEASE MAKE A COPY FOR YOUR RECORDS

Method of payment Payment due at time of order. All payments in US funds drawn on US banks. \$25 fee charged for returned checks.

Company Check (make check payable to [Offinger Management Co.](http://www.Offinger.com)) Cashier's Check/Money Order

Debit: Credit: Amer Express Discover MasterCard VISA

Credit Card # _____ Exp. Date _____ 3-or 4-digit sec code _____

Cardholder's Name (Print) _____ Billing Address _____

Authorized Signature _____ Amt. charged \$ _____

1100-H Brandywine Blvd • Zanesville OH USA 43701-7303

Phone: 740-452-4541 • Fax: 740-452-2552

E-mail: KnitandCrochetShow@Offinger.com • Web site: www.KnitandCrochetShow.com

Specialty Logo Item Order Form

In support of the Associations sponsoring this Show (CGOA and TKGA), you can order and proudly display their specialty logo items during this event.

Order now, pick up your items at Show registration.

DEADLINE: MAY 28, 2010

USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No. (s) _____

Firm Name _____

City, State, Zip _____

Phone (_____) _____

Fax (_____) _____

E-mail _____

Completing this form serves CGOA/TKGA/Management (Offinger Mgr. Co.) notice that you agree to be contacted by mail, phone, fax and/or e-mail.

NOTE: These are Conference Prices. If you do not pick up your items at Show registration, they will be shipped after the event. Additional shipping charges will be applied.

- CGOA 2010 Hook (Limit ONE hook)
 - \$30 CGOA Mbr..... Qty (ONE) = \$30
- CGOA Tote Bag
 - \$12 CGOA Mbr..... Qty ____ = \$ _____
- CGOA Badge Holder
 - \$4 CGOA Mbr..... Qty ____ = \$ _____
- CGOA Member Pin
 - \$5 CGOA Mbr..... Qty ____ = \$ _____
- CGOA Chain Link 2010 Pin
 - \$5 CGOA Mbr..... Qty ____ = \$ _____
- CGOA 2009 15th Anniv Pin
 - \$5 CGOA Mbr..... Qty ____ = \$ _____

TKGA Member Pin

- \$5 TKGA Mbr..... Qty ____ = \$ _____

TKGA Silver Anniversary Pin

- \$5 TKGA Mbr..... Qty ____ = \$ _____

TKGA Watch

- \$40 TKGA Mbr..... Qty ____ = \$ _____

TKGA "Knit All That You Can Knit" T-shirts

- \$15 TKGA Mbr..... Qty ____ = \$ _____
- S Qty ____
- M Qty ____
- L Qty ____
- XL Qty ____
- XXL Qty ____
- XXXL Qty ____

| |
|--------------------------------------------------------------------------|
| FOR OFFICE USE ONLY: Rcvd _____ Amt _____ Ck# _____ Ackd _____ |
|--------------------------------------------------------------------------|

TOTAL FEES: \$ _____
No refunds or cancellations after June 17, 2010.

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303 Fax: 740-452-2552
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- Company Check (make check payable to Offinger Management Co.) Cashier's Check/Money Order
- Debit: Credit: Amer Express Discover MasterCard VISA

Credit Card # _____ Exp. Date _____ 3-or 4-digit sec code _____

Cardholder's Name (Print) _____ Billing Address _____

Authorized Signature _____ Amt. charged \$ _____

Exhibitor Badge Order Form

Exhibitor badges can be requested for you and your personnel who will be working in your booth. These badges will not be mailed to you, but can be picked up at the Registration Desk at the show.

DEADLINE DATE: May 28, 2010
USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No.(s) _____

Firm Name _____

Address _____

City, State, ZIP _____

Phone () _____

Fax () _____

E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

NOTE: You will not receive a typed badge if this form is not received prior to May 28. On-site badges will be handwritten.

Exhibitor badges are required to enter the exhibit area and are nontransferable.

(PLEASE PRINT CLEARLY – FULL FIRST AND LAST NAME)

1 _____ 6 _____

2 _____ 7 _____

3 _____ 8 _____

4 _____ 9 _____

5 _____ 10 _____

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303
Fax: 740-452-2552

PLEASE MAKE A COPY FOR YOUR RECORDS

Door Prize Donation Form

**Make Your Company Name
Synonymous with FUN ...
donate door prizes!**

DEADLINE DATE: May 28, 2010
USE YOUR STAMP OR LABEL FOR
CONVENIENCE IN FILLING OUT
THIS FORM.

Booth No.(s) _____

Firm Name _____

Address _____

City, State, ZIP _____

Phone () _____

Fax () _____

E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

Door Prizes accomplish so much!

- They excite attendees – everyone wants to win something.
- They provide additional exposure to your products – crocheters and knitters definitely love new products.
- They provide additional sales – the friends of winners just may buy the same thing for themselves – envy kicks in and who can resist trying new products together?
- They turn new customers into repeat customers – they have to have more!

So, think of your door prize donation as an investment in bigger, better sales and make your company synonymous with FUN. Start planning what great gifts you want to provide NOW.

Yes, count on us for the following door prizes:

1. Crochet Knit Both Prize Description: _____

2. Crochet Knit Both Prize Description: _____

3. Crochet Knit Both Prize Description: _____

Please return a copy of this form – we will have a Door Prize Winner Form filled out and send the winner to your booth to collect their prize. This brings them right to your booth for more sales opportunities! **KEEP DOOR PRIZES IN YOUR BOOTH.**

And the winner is ... YOU!

Door prizes are awarded throughout the entire show; winners are posted on the winners' board in the CGOA/TKGA member booth. Door prize donors are included on event signage. Attendees always comment on the generosity of door prize donors.

SEND FORM TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303
Fax: 740-452-2552

PLEASE MAKE A COPY FOR YOUR RECORDS

1100-H Brandywine Blvd • Zanesville OH USA 43701-7303

Phone: 740-452-4541 • Fax: 740-452-2552

E-mail: KnitandCrochetShow@Offinger.com • Web site: www.KnitandCrochetShow.com

HAT DONATION FORM

For Silent Auction to Benefit the Leukemia and Lymphoma Society

So many of our members donate thousands of chemo caps and other lovingly stitched items to help local hospitals and hospices that treat their loved ones and friends. **To honor their faithful work and to benefit all who suffer from these relentless diseases, our 2010 Silent Auction is about hats that recall better times or hopeful dreams!**

With an original HAT or TIARA or CAP or CROWN that has been crocheted or knitted (or both) by you, annual conference-goers from CGOA and TKGA will be inspired to donate charity dollars to the Leukemia & Lymphoma Society at the Friday and Saturday evening dinner events. We hope you can be a part of this great project by contributing a hat that will inspire bids. Thank you for providing your design leadership and inspiration so we can all reach across the lines of hurt with help! **(Note that 100% of the Silent Auction "Hats Off to You" funds raised will go to the Leukemia & Lymphoma Society.)** Thank you for all you do!

Designer Name _____

Company Name _____

Address _____

City, State, ZIP _____

Phone () _____

Fax () _____

E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

Yes! I will donate a hat to the "HATS" Off to You Silent Auction for the Knit & Crochet Show.
DEADLINE DATE: May 28, 2010

My hat is primarily: Knit Crochet

Hat/Design Name: _____

Description of hat to be donated: _____

Please bring your donation to the Registration Desk on move-in day. If you can't attend, send item by May 28 to the address below. Include a copy of this form with your package so proper acknowledgement can be given.

SEND FORM BY DEADLINE TO:

Knit & Crochet Show – Silent Auction, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303.

Fax: 740-452-2552. E-mail: www.KnitandCrochetShow@Offinger.com (Subject Line: Silent Auction)

PLEASE MAKE A COPY FOR YOUR RECORDS

1100-H Brandywine Blvd • Zanesville OH USA 43701-7303

Phone: 740-452-4541 • Fax: 740-452-2552

E-mail: KnitandCrochetShow@Offinger.com • Web site: www.KnitandCrochetShow.com

Business Card Ad Form – For Publication in Event Program

Send your business card – or black and white **hardcopy** of business card size art – to publish in the Event Program that all attendees receive. This is a Consumer event, so be sure to provide appropriate information.

Hi resolution (300 dpi) TIFF or JPG files of your artwork may be sent to *KnitandCrochetShow@Offinger.com* if this form has already been sent in.

(Card and art must be horizontal – and size may not exceed 3-1/2" wide x 2" high. We reserve the right to resize items as necessary for publication.)

DEADLINE DATE: May 28, 2010
USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No.(s) _____

Firm Name _____

Address _____

City, State, ZIP _____

Phone () _____

Fax () _____

E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

\$50.00 per business card ad. Send card with this form.

IMPORTANT: Put the business card into an envelope and attach the envelope to this form – **taking care not to staple through** the business card inside.

| |
|----------------------------------------------------------------------------------|
| <p>FOR OFFICE USE ONLY: Rcvd _____ Amt _____ Ck# _____ Ackd _____</p> |
|----------------------------------------------------------------------------------|

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303
Fax: 740-452-2552

PLEASE MAKE A COPY FOR YOUR RECORDS

Method of payment Payment due at time of order. All payments in US funds drawn on US banks. \$25 fee charged for returned checks.

- Company Check (make check payable to Offinger Management Co.) Cashier's Check/Money Order
 Debit: Credit: Amer Express Discover MasterCard VISA

Credit Card # _____ Exp. Date _____ 3-or 4-digit sec code _____

Cardholder's Name (Print) _____ Billing Address _____

Authorized Signature _____ Amt. charged \$ _____

Book Signing Form

Scheduling book signings by designers and authors is a great way to drive customers to your booth. We'll include book signings in the printed Show Directory and on a sign at the entrance to the show floor.

DEADLINE DATE: May 28, 2010
USE YOUR STAMP OR LABEL FOR CONVENIENCE IN FILLING OUT THIS FORM.

Booth No.(s) _____
Firm Name _____
Address _____
City, State, ZIP _____
Phone () _____
Fax () _____
E-mail _____

Completing this form serves Management notice that you agree to be contacted by mail, phone, fax and/or e-mail.

Yes! I will have scheduled book signing(s) in my booth.

Designer/Author Name and day/time of signing:

Designer/Author Name and day/time of signing:

Designer/Author Name and day/time of signing:

Designer/Author Name and day/time of signing:

SEND TO: Knit & Crochet Show, 1100-H Brandywine Blvd., Zanesville, OH 43701-7303
Fax: 740-452-2552

PLEASE MAKE A COPY FOR YOUR RECORDS

UNIQUE ISSUE OFFERS YOU SPECIAL

CAST ON MAGAZINE ADVERTISING SAVINGS

Dear Exhibitors,

Because of special advertising opportunities related to the TKG A 25th Anniversary this year...

we wanted to make sure you are aware that the August-October 2010 issue of *Cast On* magazine will be our "Anniversary Keepsake Edition" – **a collector edition** -- featuring coverage of the 2010 Conference celebration, plus 25 fabulous designs by designers who have appeared on *Cast On* pages throughout the magazine's history!

THE ADS WILL BE **DISCOUNTED (10% off!)** if you simply offer a TKG A Anniversary congratulatory notice as part of the ad!

PLUS! You can get a **FREE Web ad** with your print ad.

Submit your link and a digital ad (maximum of 250 pixels square at 72 dpi or ppi – file size no larger than 40 KB) to be posted on the righthand column of the TKG A Web site (<http://www.tkg a.com/anniversary.shtm>) through the remainder of 2010. (Can't prepare your own? We'll do it for you for \$50 – if you provide a digital logo and give us limited text; we recommend 30-50 characters.)

| Issue | Ad Closing | On Sale Dates |
|-----------------|-------------------|----------------------|
| Fall 2010 | 5/2/10 | 8/1/10 |

The special issue will go to all 10,000 TKG A members and will prompt those members and others who have a history with TKG A to pick up extra issues for themselves and others.

See the attached *Cast On* rate card and insertion order (3 pages) to **reserve your ad and save!**

Looking forward to working with you,

Cast On magazine staff

(If you have trouble reading this page, go to <http://www.tkga.com/resources/MediaKitDec09RedFileSize.pdf>)



AD Rate Card

Your Advertising Contacts

A. Publishing Company

Offinger Management Co.
 1100-H Brandywine Blvd, Zanesville OH USA 43701-7303
 Phone: 740-452-4541 • Fax: 740-452-2552
 E-mail: TKGA@Offinger.com
www.TKGA.com • www.Offinger.com

B. Advertising Sales

Jane Miller
 Phone: 740-452-4541 ext. 3202 • Fax: 740-452-2552
 E-mail: Jmiller@Offinger.com

C. Managing Editor

Jane Miller
 PH: 740-452-4541 ext. 3202 • Fax: 740-452-2552
 E-mail: Jmiller@Offinger.com

Mailing and Shipping Instructions

A. Insertion Orders/Agreements

Send to *Cast On* magazine
 Attn: Jane Miller
 Fax: 740-452-2552 • E-mail: Jmiller@Offinger.com

B. Ad Material

Send to *Cast On* magazine
 Attn: Jane Miller
 1100-H Brandywine Blvd, Zanesville OH USA 43701-7303

Display Ad Rates and Programs

(TKGA Retailer/Corporate Members take off additional \$10. Must provide Member ID number on ad order form. To join TKGA, visit www.TKGA.com.)

A. Four-Color, Inside Magazine, Net Price

| | 1X | 3X | 4X |
|----------------------------|---------|-------|-------|
| Full page | \$1,020 | \$950 | \$900 |
| 1/2 page | \$560 | \$525 | \$500 |
| 1/3 page | \$450 | \$420 | \$400 |
| 1/4 page | \$410 | \$380 | \$360 |
| 1/6 page | \$330 | \$305 | \$290 |
| Yarn Shop (approx. 1/8 pg) | \$200 | \$200 | \$150 |

B. Covers, Four-Color, Net Price

| | 2X | 4X |
|----------------------------------------------|---------|---------|
| Premium Back Cover | \$1,450 | \$1,300 |
| Premium Inside Front or Inside Back Cover | \$1,200 | \$1,100 |

C. Black and White, Inside Magazine - less 10%

D. 2-Color, Inside Magazine - less 5%

E. Yarn Shop Ad Program!

Exclusively for retailers, this special section of color ads is the perfect environment for announcing special events, sales and offers. Great for attracting Internet, local and vacationing customers! Find customers nationwide! \$150/issue or save even more by advertising in 4 consecutive issues for just \$120/issue. 2 3/8"W x 2 3/8"H.

F. Frequency Discount

Rates are based on number of insertions during a 12-month period. Ad sizes may change from issue to issue.

G. 2010 "Anniversary Advertising" Special Offers – Ads that include a Congratulatory Note to TKGA



10% Discount on Display Ads placed in either Anniversary Issue:

For ads that include a congratulatory note to TKGA, get 10% off if you run them in either the May-July (Summer) 2010 or the *Anniversary Keepsake* August-October (Fall) 2010 issue.

FREE Web ad to any paid *Cast On* Anniversary Display Advertiser:

Submit your link and a digital ad (maximum of 250 pixels square at 72dpi or ppi – file size no larger than 40 KB) to be posted on the righthand column of the TKGA Web site through the remainder of 2010. (Can't prepare your own? We'll do it for you for \$50 – if you provide a digital logo and give us limited text; we recommend 30-50 characters.)

(If you have trouble reading this page, go to <http://www.tkg.com/resources/MediaKitDec09RedFileSize.pdf>)

AD Rate Card • Continued

Advertising Closing Dates

| Issue | Ad Closing | On Sale Dates |
|--------------------|---------------|---------------|
| Spring 2010 | 11/2/09 | 2/1/10 |
| Summer 2010 | 2/4/10 | 5/1/10 |
| Fall 2010 | 5/2/10 | 8/1/10 |
| Winter 10/11 | 8/3/10 | 11/1/10 |

Classified Ads

A. Rates • Specification \$1.75 per word (\$1.65 per word for TKG Corporate Members) • Maximum of 20 lines, with each line holding up to 33 characters including spaces.

B. Submitting Copy

Attn: Cast On magazine classified
Mail, fax or E-mail copy to Jane Miller at
Jmiller@Offinger.com.

C. Issue • Number of Insertions

Specify start issue OR if for next available issue. Indicate if your ad is for one issue only or if it is to run until we receive your written cancellation.

Ad Material Requirements

Electronic Submission Preferred

- Adobe Illustrator 10 (can accept versions 7.0 and above)
- Adobe Photoshop 6.01 (can accept versions 4.0 and above)
- QuarkXpress 5.0 (can accept versions 3.3 and above)
- InDesign (can accept versions 2.0 and above)

Ads may be supplied on the following media:

- CD or FTP transmission available. Call Jane Miller at 740-452-4541, ext. 3202 for access information.

Please include the following:

- A well-labeled CD case that includes advertiser,

issue/year, and address and a copy of the insertion order. (Media will be returned if requested.)

- Color proof (rainbow is acceptable) that includes size output dimensions.
All fonts used in ad - (Postscript Type 1 fonts only) - both the suitcase and printer font; No TrueType or Bitmapped fonts accepted. For example- if you use AGaramond Bold, collect entire AGaramond family - both suitcase and resource file components, to eliminate processing delays.
- All high resolution TIF or EPS files in CMYK format for color, or grayscale for black and white ads, minimum resolution of 300 DPI. Black and white line art should be 1200 DPI, EPS files.
- Any special extensions you have used that would not be supplied with a program disk.
- Any special instructions needed for optimum results.

IMPORTANT Please verify your files prior to submission using an updated anti-virus program. Files not passing current ATM Deluxe verification or Norton Anti-Virus will be returned at Advertiser's expense.

Film Submissions Accepted

We also accept properly formatted ad films:

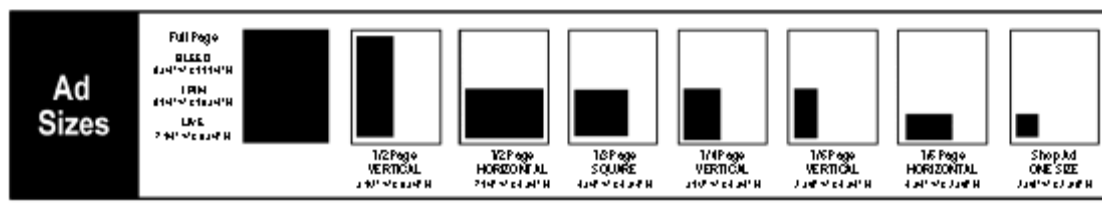
- Four-color ad films should be color-separated, prepared right-reading emulsions side down and at 133 line screen.
- Include a color proof (rainbow is acceptable) with size output dimensions.
- Any special instructions needed for optimum results.
- A self-addressed, stamped envelope with request for the return of films is necessary.

Ad Services

The following rates will apply upon Advertiser's request for assistance:

- Production charges and edits, billed at \$90 per hour; minimum one hour charge.
- Color-separated films, billed at \$35 per film, or \$100 for films for a 4-C ad up to 8" X 10".
- Color proof, billed at \$50 per proof, up to 8.5" X 11". Please allow a minimum of 10 days for preparation, proofing and approval.

All ad rates listed are net and subject to change.



Section B: GENERAL INFORMATION

GENERAL INFORMATION

**HALL/
HOTEL:** Radisson Hotel Manchester-Center of New Hampshire
700 Elm Street
Manchester, NH 03101

Phone: 603-206-4019 or 1-800-333-3333
Fax: 603-206-4206
Web: www.radisson.com/manchesternh

To take advantage of special Conference rates (\$109 + tax single or double room), call direct by June 15, 2010. Rooms go quickly for this popular event so make your reservation as soon as possible.

All exhibits, classes and special events will be held at the Radisson Hotel Manchester-Center of NH.

EVENT HOURS:

Thursday, July 8
Exhibitor Set-up 8:00 am – 6:00 pm
Shopping Preview (Exhibits Open) 7:00 pm – 9:00 pm

Friday, July 9
Exhibit Hours 10:00 am – 6:00 pm
CGOA Member Meeting 6:15 pm
TKGA Dinner & Fashion Show 7:00 pm
CGOA Club Caron Dance Party 7:30 pm
CGOA Chapter Coffee 8:30 pm

Saturday, July 10
Exhibit Hours 10:00 am – 6:00 pm
Exhibitor Tear-Down 6:00 pm – 10:00 pm
CGOA Dinner & Fashion Show 6:30 pm

(Schedule subject to change)

BADGES & SECURITY: Your badges will be ready for you at the Registration Desk upon your arrival. Pick them up when you arrive and wear them throughout the event. These badges are non-transferable and all participating must have a badge. The badges will enable you to enter and exit the exhibit area. Advance arrangements must be made with Staff for any variance from these rules (such as working early or late in the show area).

BASIC PACKAGE: At no additional charge, the following equipment and services are included in the cost of your space. Included per contract:

- One ID sign with company name, city, state, booth number
- Standard display booth drape material - 8' high back and 3' high side walls
- Standard listing in official show directory
- Web site listing with logo link
- One 8' skirted table
- Two side chairs
- One wastebasket

COLOR SCHEME: Drape & skirting – white

CONTRACTORS: SER exposition services
35B New Street
Worcester, MA 01605
Phone: 508-757-3397
Fax: 508-757-9136
Web: www.serexpo.com

NOTE: Order Forms in online Exhibitor Services Manual are on SER's Web site (www.serexpo.com). Please see Section C of this packet for more information for Rental Equipment, Shipping & Material Handling or Labor.

SHIPPING: *Please label shipments as described in the Exhibitor Services Manual. It is necessary for all exhibitor shipments to be sent through SER exposition services.* Do not ship directly to the Radisson Hotel Manchester-Center of NH as they will refuse any shipments sent to its location and/or charges may apply. SER exposition services will receive and deliver exhibitor materials to the respective booths and provide storage for empty crates. See the Exhibitor Services Manual for rates for advanced and direct shipments.

MATERIAL HANDLING: Material Handling is the process of receiving your materials, either at the warehouse in advance of the show or at the show site during move-in; delivering them to your booth; removing containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling. See Material Handling Information/Rate Schedule in the Exhibitor Services Manual for specific rates.

LABOR: Since this is a non-union hall, exhibitors may transfer materials to/from their booths. SER exposition services can provide professional labor to assist exhibitors. Labor for assembling or dismantling your booth, etc. may be ordered through SER. See the Exhibitor Services Manual for rates for professional labor.

ELECTRIC: If electric is needed for your booth, see the Electrical Service Order Form from the Radisson, in Section C of this Exhibit Kit.

FLOORS: Exhibits will be located in the Exhibit Hall. The exhibit area will not be carpeted.

FOOD SERVICE: Concession service is available on the show floor in the Knit & Crochet Café area.

REMOVAL OF EXHIBITS: All exhibits must remain intact until the official closing hour. Early packing is prohibited. Exhibitors should pick up and prepare outbound bills of lading the last day of the show. The show officially closes on Saturday, July 10, 2010 at 6:00 p.m. Exhibitors must maintain their exhibits until that time. Move out begins immediately at 6:05 p.m. Exhibits must be completely dismantled (all merchandise off the booth walls and packed) by 10:00 p.m.

TAXES & PERMITS: New Hampshire does not charge Sales Tax. There are no licenses required of exhibitors.

EMERGENCY PROCEDURES

Emergencies and disasters are unpredictable and can strike without warning. Preplanning and preparing for effective emergency action will benefit everyone involved in our show. Failure of advance emergency preparation may result in injury or death to personnel, loss or damage of facilities, property and equipment. Everyone should make an effort to do their part in any given emergency situation. The following are only suggestions:

ACCIDENT

1. Do not move the injured or ill person. Try to make them comfortable.
2. Notify the Registration Desk/Knit & Crochet Show Staff at once.
3. Immediately following the situation, give a full report to Show Management.

FIRE - EXHIBIT HALL

1. Upon discovery of a fire, immediately notify the Show Management so that emergency procedures can be initiated.
2. Never attempt to extinguish a fire before notifying Show Management.
3. Make every attempt to protect yourself, other exhibitors, attendees and property.
4. **DO NOT PANIC. DO NOT CAUSE PANIC IN OTHERS.**
5. Cooperate with any directive given by Show Management or Hall Personnel.
6. If evacuation is necessary, please cooperate as quickly as possible. Get clear of the building. Do not attempt to re-enter the building until an "ALL CLEAR" is issued by the authorities. Once approval is given, exhibitors will be permitted to re-enter the hall, then attendees.

FIRE - HOTEL

1. Once you have checked into your hotel, take time to become familiar with your surroundings. Check your room for any type of fire hazard such as unsafe electrical fixtures, etc. Check your floor for the location of fire exits, fire hoses and fire extinguishers. Keep in mind, your purpose is to be prepared, helping to eliminate panic.
2. If a fire alarm is sounded, before you leave your room, feel the room door. If it is hot, stay in your room. Place wet towels under and around your door to keep smoke from entering your room.
3. If you smell smoke in your room, get down on your hands and knees. The air there will be cooler and safer to breathe. Use a wet towel or other cloth material and place it over your nose and mouth. It will help filter out some of the smoke and carbon monoxide.
4. Never jump from your window. You have a better chance to survive the fire and smoke than you do the fall.
5. If a heavy amount of smoke gets into your room, try to open the window and lie down on the balcony ledge. If you cannot open the window or lift it out, then break the glass. NOTE: Breaking the glass should be the last resort.
6. If your room door is not hot, open it slightly and check the area for smoke. Evacuate the building by the closest fire exit. IMPORTANT: Any time you leave your room, make sure you take your room key and close the door behind you. There is the possibility you may be forced to return to your room.
7. To evacuate the building, always use the fire stairways. Never use the elevators. Once you have evacuated the building, never go back inside until the Fire Department confirms that it is safe.

EXHIBIT RULES

1. **ELIGIBILITY:** Show Management reserves the right to determine eligibility of any applicant for inclusion in the Market.
2. **SPACE RENTAL BASIC PACKAGE:** Included in the space rental basic package are: all services and equipment as stated in the space package, promotional advertising and standard listing in the official show directory (if received by deadline date).
3. **PAYMENTS AND REFUNDS:** All applications for space must be accompanied by appropriate deposits to be valid, and total payment must be received before contract deadline or space can be reassigned. Full payment is required 45 days prior to show. Unpaid balances not paid within 45 days of the show will include a 10% additional charge. Unpaid exhibitors will not be permitted to set up or move in until paid in full. If assignment of space cannot be made, deposits will be refunded or applied to another show. Deposits will not be refunded after assignment of space has been made. All notices of exhibit space cancellation must be submitted to Management in writing and will be officially dated when received by Management. Cancellations may be accepted at the sole discretion of Management. A \$100 processing fee will apply to all cancellations regardless of cancellation date. Under all circumstances, Management retains the right to sell any space cancelled by exhibitor.
4. **SPACE ASSIGNMENTS AND LOCATIONS:** Assignments are made on a first-come, first-paid basis. Prime spaces are charged an additional Prime Space Fee.

Space assignment will be made with consideration for the individual's preference to location as much as possible but in keeping with the best interest of the show. It is advisable that exhibitors inform Management of any company or exhibit from which they wish to be kept separated, so Management will know of the situation. Assignments are made with due regard for the total show and it is to be understood that the Management's assignments are final. Management reserves the right to change the floor plan if deemed necessary in the best interest of the Show.

5. **SUBLETTING OF SPACE:** Exhibitors will display only merchandise regularly sold by them and listed in their provided description. No space may be shared or sublet. Failure to list and pay fees for any and all merchandise displayed by exhibitors shall be deemed cause for cancellation of space.
6. **CANCELLATION OF CONTRACT:** In the event of cancellation of the Show due to fire, strikes, acts of God, government regulations, or any cause beyond control, the Management shall determine an equitable basis for the refund of such portion of Entrance, Publicity, Directory and Exhibit Fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the discretion of the Management.
7. **LIABILITY: ALL PROPERTY OF THE EXHIBITOR IS TO REMAIN UNDER THE CONTROL OF THE EXHIBITOR, SUBJECT TO THE RULES AND REGULATIONS OF THE EXPOSITION. IT IS ADVISED THAT EXHIBITORS CARRY AN INSURANCE RIDER POLICY TO COVER EXHIBITS AND SAMPLES AGAINST LOSS AND DAMAGE. THIS AND ALSO LIABILITY INSURANCE SHOULD BE DISCUSSED WITH YOUR OWN INSURANCE BROKER. EXHIBITORS SHOULD USE PRUDENCE IN THE CARE OF THEIR SAMPLES WHILE IN THE SHOW AND NOT LEAVE THEIR MERCHANDISE UNATTENDED DURING SHOW HOURS, AND, DURING MOVE OUT, KEEP ALL MERCHANDISE**

WITHIN THEIR SPACE AREA AND CONSOLIDATE THEIR DISPLAY AS MUCH AS POSSIBLE TO ENSURE, IN THE CONFUSED NATURE OF MOVE-OUT TIME, THAT MERCHANDISE IS NOT MISPLACED.

EXHIBITORS ARE RESPONSIBLE TO CARRY PUBLIC LIABILITY INSURANCE AGAINST INJURY TO THE PERSON AND PROPERTY OF OTHERS AND TO INSURE EXHIBIT MATERIAL AGAINST DAMAGE OR LOSS.

OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE, OR INJURY TO PERSON OR PROPERTY SUSTAINED BY AN EXHIBITOR, HIS AGENTS, OR ANY OTHER PERSON, CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR ANY OTHER MANNER, WHETHER CAUSED BY AN ACT OR FAILURE TO ACT, EITHER INTENTIONALLY OR NEGLIGENTLY CAUSED BY CONDUCT OF OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS, AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES OR BY A PARTY OR PARTIES OTHER THAN OFFINGER MANAGEMENT CO. OR THE SPONSORING ORGANIZATIONS. BY SIGNING THE EXHIBIT CONTRACT THE EXHIBITOR AGREES TO FULLY INDEMNIFY AND HOLD FOREVER HARMLESS OFFINGER MANAGEMENT CO., THE SPONSORING ORGANIZATIONS AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY AN EXHIBITOR OR ANY OTHER PERSON CAUSED BY FIRE, THEFT, WATER, ACCIDENTS OR ANY OTHER MANNER RESULTING FROM THE ACT OR FAILURE TO ACT OF THE UNDERSIGNED EXHIBITOR, HIS AGENTS OR EMPLOYEES, OR BY ANY OTHER PARTY OR PARTIES.

8. FIRE REGULATIONS: All fire regulations must be adhered to in accordance with the local fire department and Fire Underwriters specifications. All display materials, including props, decorations and all fabrics or other material used for decoration or covering of tables, risers, etc., must be flameproof and electrical equipment must meet specifications of all codes. All building electrical connections and disconnections must be obtained through the hotel and approved electricians.

All wiring must meet specifications. Exhibitors shall not allow their displays to block view or access to safety equipment. Any demonstration or device using any type of combustible fuel, with or without an open flame, must be cleared with the building and fire authorities before it can be brought into the exposition facility.

Each exhibitor is charged with the knowledge and compliance of all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in the show.

9. EXHIBITS: All space arrangements shall conform in all respects to the dimensional and height requirements as indicated in the Exhibit Kit. The exhibit should be such that it does not interfere with other exhibits or restrict access to them, or interfere in the free aisle space by any audio, video, sensory or physical means. Exhibitor's own signs can be used but must be inside space area.

The use of music licensed under ASCAP or BMI is prohibited. This includes most popular music. Be aware that ASCAP or BMI has the right to impose stiff fines and legal costs on exhibitors using licensed music. The show will not assume any such fines or costs. Any fines and fees imposed on Show Management due to the use of licensed music by an exhibitor will be billed to the offending exhibitor.

Promotions, such as models, booth personnel, materials and catalogs must be consistent in dress and nature with the dignity and image of the exposition, and costumed personnel must be confined to inside the respective spaces.

The booth design and exterior must be suitably furnished or covered by the exhibitor. Display must be adequate enough to support exhibitor's samples and so constructed as to be sturdy enough to not collapse, nor be such that display leans or rests against an adjacent space.

Exhibit structures must be constructed to allow a 2" tolerance on each side for booth equipment such as side rails. Exhibitor must allow ample room at back of the space for access to electrical wiring. At least 9" is recommended.

No animals, reptiles, birds, rodents or insects will be allowed on premises.

Exhibitors are to display in only the space allocated to them. No other area of the exhibit hall or other gathering place (hall, hotel, etc.) of the attendees can be used in any way.

Displays must be set up and ready by the opening hour of the show. Exhibits must be staffed during Show hours.

Exhibitor should make arrangements to pack at the end of the exhibit hours the final day, and make sure to have personnel remain with the display until it is finally packed. It is advised that exhibitor inform drayage contractor of outbound shipping plans prior to the show's closing. Any merchandise or items left at the show will be considered abandoned.

10. **CONDUCT:** It is a violation of Show Rules for an (uninvited) exhibitor to enter another exhibitor's booth at any time. The violator will be fined \$50.00 (payable to Offinger Management Co.). Exhibitors are prohibited from photographing by any means another exhibitor's booth without permission of that exhibitor.

Access control personnel are instructed to allow EXHIBITORS ONLY in the show one hour before the show opens on show days and to strictly enforce that exhibitors be restricted to their own space and access aisles and service areas. No exhibitor will be admitted without a badge.

No exhibitor shall sponsor any activity off show premises during show hours.

Early packing is prohibited. Every exhibitor agrees to keep his exhibit open during published show hours and is bound by these rules and regulations to not dismantle his exhibit until published closing time on the last day. Any exhibitor who packs and leaves early can be fined \$500.00 and be barred from exhibiting at the same Knit & Crochet Show the following year.

11. **RESERVATIONS OF RIGHTS:** Management reserves the right to demand release of space before or during the show for failure of exhibitors or their representatives to conform to the rules and regulations or failure to pay all space rental costs; to reallocate space at any time; to offer requested space when available; to make space assignments; to reject any and all applications as this is a closed show and displays and products must conform to the general nature of the show and be compatible with the character and objective of the exposition. Management reserves the right without written notice to

amend these rules, regulations and conditions or to issue additions as it deems necessary for the good and well-being of the show.

It is Show Management's responsibility to establish rules or guidelines while allowing the greatest flexibility within each exhibit. The exhibitor's responsibility is to "be a good neighbor" while displaying his product or service. Review the following guidelines and please use them in developing your display so you maximize the impact of your exhibit and "be a good neighbor."

DISPLAY STANDARDS

1. Side walls are specified as 3' high. Exhibitors may extend their sidewalls to 8' high but drape may only come out from the booth 5' , at the exhibitor's expense.
2. Back wall in any booth location can be 12' high if, at the exhibitor's expense, he covers any exposed part of that back wall which is above 8' and which faces another exhibitor. No materials may be taped to hotel or hall walls.
3. Island Booth above the 12' height restrictions must be approved by Show Management.
4. Endcap Booth can have 8' high side rails the full 10' of booth depth. This is of special note to exhibitors who have booths next to endcap booths.
NOTE: Display panel backing over 8' in height may not carry any commercial marking that might infringe upon adjacent exhibits. (See Show Rules, Regulations & Conditions)
5. Keep in mind that, while your space is 10' x 10', plan for actual usable space of 9' 6" x 9' 6" due to allowances for pipe and drape.

DEMONSTRATIONS OR ENTERTAINMENT:

Do not place your demonstration area on the aisle line of your exhibit if you expect many people to congregate at one time. Leave space within your own exhibit area to absorb the majority of the crowd. Should spectators interfere with the normal traffic in the aisles or overflow into the exhibits of your neighbors on each side or across the aisle, the Show Management will have no alternative but to request that you limit or eliminate the presentation.

The aisles are the property of all the exhibitors, therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of aisle traffic or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.

SOUNDS:

Police your own booth to be sure the noise level from any demonstration or sound system is kept to a minimum and does not interfere with others. Remember, the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

STANDARD BOOTH (10' deep x 10' wide):

One or more standard units in a straight line. Booths come equipped with 8' high back wall drape and have 3' high side wall drape partitions. All booths will be confined to a maximum height of 12', however, any portion of a display extending above the 8' high draped booth background will detract from the overall impact of the exhibit directly behind that booth. Therefore, the offending exhibitor must install, at his expense, 12' high drape in the Show's colors.

Exhibit structures must be constructed to allow a 3" tolerance on each side for booth equipment such as side rails and a 6" tolerance for utility service at rear of booth.

PENINSULA BOOTH:

Four or more spaces back-to-back with an aisle on three sides.

Identification sign and canopies will be permitted to a maximum height of 12'.

Peninsula booths are normally "faced" toward the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion extending above the 8' high draped side walls, draped 12' high in the Show's colors at the offending exhibitor's expense, and not carry identification signs or other copy that would detract from the adjoining exhibit.

ENDCAP BOOTH:

Two or more spaces back-to-back with an aisle on three sides.

Identification sign and canopies will be permitted to a maximum height of 12'.

Endcap booths are normally "faced" toward the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion extending above the 8' high draped side walls, draped 12' high in the Show's colors at the offending exhibitor's expense, and not carry identification signs or other copy that would detract from the adjoining exhibit.

PERIMETER WALL BOOTH:

Standard booth located on the outer perimeter wall of the floor plan.

Exhibit materials up to 12' in height will be permitted in perimeter wall booths. Since the outer perimeter booths are not backed up against another exhibitor's booth, display backwalls and materials over 8' will not interfere with or distract from any exhibit booth.

ISLAND BOOTH:

Four or more spaces back-to-back with an aisle on four sides.

Identification sign and canopies will be permitted to a maximum height of 12'.

8' or 12' high drape can be placed on any side of an island booth.

SECURITY TIPS ON SAFEGUARDING YOUR BOOTH**DO'S**

1. Try to be on site when your product is being delivered to your booth.
2. Conduct a physical inventory after your product has been delivered, noting any missing or damaged items.
3. When setting up your booth, place your products within visible vicinity.
4. After setting up your booth, conduct a visual inventory of your product and the way in which it is displayed.
5. Store any excess product or give-aways either with the decorator or in a locked cabinet.
6. Either carry VCRs or laptop computers with you, or store them in a locked cabinet.
7. Utilize overnight security storage if available.
8. Cover your displays with a tarp or other non-see-through material; it creates a mental block to any perpetrator.
9. When arriving in the morning, go directly to your booth to prevent any early personnel from free shopping in your booth.
10. During the start of move-out, please stay with your booth until you either pack it or the decorator brings your empties and packs it.
11. At the closing of the show, don't leave your booth immediately; spend some time in your booth until the floor clears. This is one of the premium times during which theft occurs.
12. Display your product in such a way that it is not accessible from outside your booth during the event.
13. Blocking the entrance to your booth prior to leaving provides a mental barricade to any perpetrator. Use either caution tape or place chairs at the entrance.
14. Try to greet anyone that comes into your booth as this will send a signal that you are aware of their presence; this will discourage any perpetrators from attempting to steal.
15. Obtain proper insurance coverage for your goods, including transit to and from the show site.

DON'TS

1. Leave your product scattered all over your booth.
2. Forget to account for your product when it is delivered to your booth.
3. Put any valuables in areas with easy access.
4. Leave immediately after event closing or move-out begins.
5. Leave electronic equipment on tables, shelves or in other areas without securing it during non-event hours.
6. Leave your booth unattended to go shopping on the floor during event time.
7. Allow yourself to become less aware of persons approaching or leaving your booth during the event.
8. Leave purses or briefcases on tables near the entrance of the booth or in an unattended blind spot.
9. Leave any prototype product unsecured in your booth.
10. Leave your bill of lading unattended in your booth.
11. Secure any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place that any perpetrator will be targeting.
12. Leave your booth unattended during lunch time. Work out a schedule between you and your co-workers to stagger your lunches.

DIRECTIONS & PARKING

**Radisson Hotel Manchester-
Center of New Hampshire
700 Elm Street
Manchester, NH 14202
603-206-4019 or 800-333-3333**

Local Airports

Manchester – MHT – Radisson provides complimentary shuttle from airport to hotel

Driving Directions:

Exit airport to Brown Avenue (.8 mi). Follow signs to I-293 N (1.5 mi). Merge onto I-293 N via the ramp on the left toward Bedford/Nashua/Concord (3.1 mi). Take Exit 5 Granite Street (.3 mi). Turn right onto Granite Street (.4 mi). Turn left onto Elm Street (less than .1 mi). The hotel is on the left.

By Car

From Boston, MA:

Take Rt 93N to Rt 293N left hand exit (off Rt 93). After Brown Ave exit, stay to right as 293N bears right. Stay on 293N to second exit (Exit 5/Granite Street). Turn right off ramp, go through two sets of lights. Hotel garage is on the left.

From Maine, Portsmouth, NH:

Take Rt 95S to Rt 101W to Rt 93S to Rt 293N. Follow directions from above.

From Vermont:

Take Rt 89S to Rt 93S to Rt 293S, Exit 6/Amoskeag Bridge. Take a left at the stop sign. At the traffic lights, turn left on to W Bridge Street. Take a right at the next light onto Elm Street. Hotel garage is five lights down on the right.

From New Jersey, NYC, Connecticut:

Take Rt 95N to New Haven, then Rt 91N to Hartford. From Hartford take Rt 84 to Rt 90 (Mass Pike). Take the Mass Pike to Rt 290 (Worcester) to Rt 495 (Lowell) to Rt 3N (Nashua). Stay on Rt 3 following signs to Manchester. Just south of Manchester, Rt 3 becomes Rt 293. Take exit 5/Granite Street, turn right off ramp, go through two sets of lights. Hotel garage is immediately on the left.

Parking at the hotel garage is: overnight for \$6.00 per day and daytime for \$3.00 per day (fees subject to change).

**Section C: HALL & GENERAL SERVICE
CONTRACTOR SERVICE ORDER FORMS**