



GALAXY COMMUNITY COUNCIL

570 Patriot Avenue, Box 10
Westover Air Reserve Base, MA 01022
www.GreatNewEnglandWingsAndWheels.com
www.GalaxyCouncil.com



Dear Business Owner or Exhibitor,

Welcome to the 2013 Great New England Wings & Wheels!

Thank you for your interest in the 2013 Great New England Wings & Wheels event. The event will take place on Saturday, August 24 and Sunday, August 25 at the **Westover Metropolitan Airport**. Your participation will add to the success of this event.

At this time, we are inviting vendors to participate in this exciting community event. Please remember to sign up early. We are expecting crowds in excess of 10,000 people.

The two day family-friendly event will feature static vintage and modern aircraft, as well as CARS, CARS, CARS. Entries will include categories such as hot rods, street rods, muscle cars, vintage cars and trucks, motorcycles, military vehicles and exotic cars. Music groups, along with food and beverage vendors will keep everyone entertained and nourished.

War Birds, including a C-47 transport, P-47 Fighter, General Hap Arnolds, B-25 Bomber plus a number of others are already committed to attend. It is possible, but not confirmed, that other static aircraft may include a few currently operational military aircraft.

We hope you will consider joining us. For your convenience, we have enclosed the official vendor registration form. The committee will assign space on a first come, first served basis.

If you have any further questions, please feel free to email us. We will get back to you as soon as we can. Thank you for your attention to this matter. We look forward to seeing you at the 2013 Great New England Wings & Wheels.

Sincerely,

Don Ferrell
Df22v@comcast.net

Great New England Wings & Wheels Criteria for Merchandise Vendors & Exhibitors

MOVE IN & SET UP

Exhibitor spaces will be available for set-up Friday, August 23 from 9:00 AM to 5:00 PM and, by special arrangement by 8:30 AM Saturday the 24th (contact Don Ferrell at 413.519.5584). All exhibitors must be set up, with unauthorized vehicles removed from the display area, by 8:30 AM on Saturday and Sunday. Prior registration is strongly encouraged.

BREAKDOWN AND MOVE OUT

All vendors must be moved out of the show area by 7:00pm on Sunday, August 25. In order to protect spectators, vendor vehicles may not enter the vendor area until after 5:00pm.

Each exhibitor will be issued one Parking Pass per day. Two Show Passes will be issued for every 10' of booth frontage per day. Parking, gate passes and badges will be issued upon full payment. Additional passes are available at the regular show price of \$10.

EXHIBIT HOURS

Show hours are 9:00am – 5:00pm Saturday, August 24 and Sunday, August 25. We require vendors to be open for the duration of the show.

GCC Wings & Wheels Rules and Regulations for Business Vendors & Exhibitors

1. No golf carts, gators, or other motorized vehicles during event hours. They can be used for set up and take down only. All vendor vehicles must be off exhibit grounds by 8:30 AM each day. All transportation of supplies during event hours must be done with non-motorized hand truck or cart. Utility golf carts (with GCC driver) will be available to assist.
2. Vendor displays and merchandise must remain within the confines of the contracted space. Distribution of literature and sales aids must take place within your assigned vendor space ONLY.
3. Vendor space must be used solely by the company/person and for the products and services stipulated in the rental agreement. Subletting of space is strictly prohibited.
4. Vendors are required to maintain a neat and orderly appearance at all times. GCC reserves the right to remove any vendor not selling items described in the rental application, or deemed not family-friendly by the GCC Wings & Wheels Committee. All decisions are the sole discretion of the GCC and final. No refunds.
5. No Parking of any vehicles inside barriers.
6. No Bicycles, Skateboards, Scooters, Roller Blades or Dogs Allowed.
7. **Event Insurance:** Every vendor is required to issue the Galaxy Community Council an insurance certificate naming the GCC and Westover Metropolitan Development Corporation (WMDC) as an additional insured and certificate holder. WMDC, the GCC, their agents, representatives and sponsors or employees are not responsible for any injury, loss or damage that may occur to the vendor or exhibitor's employees other associates or property from any cause or condition.
8. **SALES TAXES:** You must have a Massachusetts Sales Tax ID number before booth set-up. The payment of any and all sales taxes to the State of Massachusetts is the responsibility of the vendor.

9. COMMON VICTUALLER LICENSE: Each vendor is required to have a Common Victualler License and other required permits issued by the City of Chicopee. Cost of licenses and permits are the responsibility of the vendor.

10. Due to weather, there are no refunds or credits.

11. The sale or transfer of INTOXICATING BEVERAGES by Wings and Wheels vendors **is prohibited.**

Whereas _____ (vendor name) has agreed to participate in Great New England Wings and Wheels, and whereas the Galaxy Community Council has allowed _____ (vendor name), to participate in Great New England Wings and Wheels, I agree to all of the provisions of this agreement.

Signature _____
Vendor representative's signature indicates that you agree to the all criteria.

VENDOR REGISTRATION FORM

FEES

Vendor Space

- 10x10 exhibit/sales space: \$200
- 10x20 exhibit/sales space: \$360
- Custom size: upon request

Electrical

- Basic service hook-up: \$25.00
- Custom service hook-up may require an additional cost.

Tent Rental

- 10x10 white frame tent with concrete barrel: \$230
- 20x20 white frame tent with concrete barrel: \$400
- Personal tents are subject to board of health inspection and pop-up tents must be taken down each evening due to high wind potential on the airfield.

My sales stock and space requirements include:

Please include as much information as possible in describing your merchandise. Your merchandise must be that which you sell in your normal day to day business.

Please submit all payment due at time you send this application. The GCC Wings & Wheels committee will review all requests to participate and has final word on accepting vendors based on a complete description of their products. All payments must be made to the Galaxy Community Council and received not later than **August 1st, 2013.**

Company Name: _____ Contact Name: _____
Phone: _____ Cell Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____
MA State Sales Tax # _____

Enclosed is my registration and fee for the Great New England Wings & Wheels on August 24th & 25th.

My check in the amount of \$ _____ is enclosed.

-OR- Please charge \$ _____ to my MasterCard or VISA

Card # _____ / _____ / _____ / _____ Exp Date _____

Cardholder Name: _____

Signature: _____

Return this registration form along with fee to:

Galaxy Community Council Wings & Wheels
570 Patriot Ave., Box 10
Westover ARB, MA 01022

The Galaxy Community Council will do its utmost to assure that you have a rewarding experience at Great New England Wings and Wheels. If, at any time, you have a complaint or criticism, please let one of our members know and we will do everything we can to rectify the problem.