



2019

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

Annual Conference

May 16, 2019

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

VENDOR PACKET

Sponsored by:

Maine Municipal Tax Collectors' and Treasurers' Association

www.mmtcta.org

Maine Municipal Tax Collectors' and Treasurers' Association 2019 Annual Conference

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May 16, 2019

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.

Please reference the Vendor Terms section of this packet for all details associated with your registration.

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

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

VENDOR TERMS

Location of Vendors

The 2019 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.

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 16, 2019 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 Thursday, May 16, 2019. All vendor materials and equipment must be removed from the vendor area by 4:00 PM on Thursday, May 16, 2019.

Vendor Hours (Table Top Vendors) - Available to Attendees

Thursday, May 16, 2019: 8:00 AM – 4:00 PM

(Over)

Vendor Facility

The Vendor assumes responsibility and liability for losses, damages and claims arising 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 after May 6, 2019 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.

Waterville Elks Banquet & Conference Center

REGISTRATION 8'

REGISTRATION 8'

BUFFET 8'

BUFFET 8'

BAR

BUFFET 8'

BUFFET 8'

FOOD 8'

COFFEE 8'

Classroom

VENDOR

VENDOR

VENDOR

VENDOR

VENDOR

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VENDOR

HEAD TABLE

PODIUM



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

**2019 Annual Conference
Materials Enclosed!**

MMTCTA
60 COMMUNITY DRIVE
AUGUSTA, ME 04330

