



To: 37th Potomac Specialty Vendors

From: 2012 Potomac Show Chair

Subject: Vendor Space

The Labrador Retriever Club of the Potomac, Inc. is pleased to welcome new and returning vendors to the 37th Potomac Specialty. Again this year we will be making some changes to the field layout to better utilize the available space and to accommodate the special requirements of several returning vendors. Additionally, this year's field layout will conform to the zoning, fire and life safety requirements in Frederick County, Maryland. Vendor supplied pop-up tents will not be permitted and most vendors will be accommodated in Club-provided tenting. You will find a copy of the 2012 field layout on the Club web site.

The Club will provide one shared vendor tent in 2012. That tent is marked "Common Vendor Tent #1" on the 2012 field layout. Space in this tent is available in 10 foot sections facing the show rings for \$500. Each section is 20 feet deep. Sections may be combined to create a larger space for an individual vendor or to create a space to be shared by several vendors. The Club will provide "dividers" between each section and side, back and front walls. Additionally, Tent #4 and Tent #5 are reserved *spaces* for Whispering Pines and Alllabs.

Returning vendors should contact Jodi Riley, Vendor Chair, at 717-677-0140 or applemtlabs@yahoo.com for further information as soon as possible. Space is extremely limited and returning vendors are given preference. Please download and read all of the documents on the Club web site before contacting the Jodi. Returning vendors must complete the registration process and make non-refundable payment not later than February 15, 2012. Please use the Vendor Registration Form to make payment with the credit card of your choice or your Paypal account if you have one. New vendors must also complete the registration process and make non-refundable payment as soon as Jodi confirms that space is available. All vendors must sign and return the Vendor Agreement below.

As in the past, vendors at Potomac are free to group together and share tent space. In this case, please form your group and choose a leader. The group leader should then make application for the space that the group will occupy. Please note that all members of any group must sign and return individual Vendor Agreements.

We look forward to your participation in the 37th Annual Potomac Spring Specialty.