



To: 41<sup>st</sup> Potomac Specialty Vendors

From: 2016 Potomac Show Chair

Subject: Vendor Space

The Labrador Retriever Club of the Potomac, Inc. is pleased to welcome new and returning vendors to the 41<sup>st</sup> Potomac Specialty. The field layout and vendor details are much the same as last year and 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 2016 field layout on the Club web site.

The Club will provide one shared vendor tent in 2016. That tent is marked “Common Vendor Tent #1” on the 2016 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.

Please download and read all of the documents on the Club web site. Space is extremely limited. All vendors must complete the registration process and make non-refundable payment not later than February 1, 2016. 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 should contact the Vendor Chair, Erv Lhotka at 703-369-2681 or [erv@labfolks.com](mailto:erv@labfolks.com) to confirm space availability *before* registering. All vendors must sign and return the Vendor Agreement and provide evidence of insurance.

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 41<sup>st</sup> Annual Potomac Spring Specialty.