



c/o Penquis
50 North Street
Dover-Foxcroft, Maine 04426
T: 207-564-7116
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www.mainstreamfinance.org

Wednesday, September 10, 2008

Dear IWW members,

This year we are returning to the Bangor Mall, but we have made some changes. The center court area will be laid out different to ease the issues that occurred last year. The price the mall charges has increased, but with that increase we have negotiated a larger booth space of 10 X 10 for each booth.

We are offering up to two different discounts to help with the cost. The first discount is a Loyalty discount for the members that participated in the 2007 MarketPlace and the second is an Early Bird discount. The combined savings is equal to \$20 off your booth rental.

The date has been set for Saturday, October 25, 2008. Important deadlines to remember are September 25th for the Loyalty and Early Bird discount and the final deadline is October 9, 2008.

After reading the packet, please feel free to e-mail or call with any question you may have. I look forward to having you as a part of our Maine IWW MarketPlace.

Sincerely,

James L. Macomber
Micro Enterprise Consultant
Maine IWW MarketPlace Coordinator
E: jmacomber@penquis.org

How To Apply To Market Place for Fall 2008



APPLICATION: Fill out the complete application, supply all requested materials (including current seller permit number), read terms and conditions and sign each form where requested. Keep copies for your records and mail originals with either your deposit or full booth fee. Photos will not be returned. Applications accepted up to **October 9, 2008.**

REQUIREMENTS: All vendors must have completed an Incubator Without Walls training or have received 10+ hours of technical assistance from an authorized agency. Vendor must provide month and year of completion and name of instructor.

PLACEMENTS: Booth assignments will not be made until all required paperwork is completed, received and fees are paid in full. Your booth placement will be determined by need, size, product/service and electric requirements. Placement is at sole discretion of MaineStream Finance and Bangor Mall staff. All decisions are final.

FOOD EXHIBITORS: Food Exhibitors will incur additional health department fees. Sample servings intended for immediate on-premise consumption ARE allowed. A copy of your certificate(s) must be attached to your application and on display at your booth.

BOOTH & SIGNAGE: The basic booth has been expanded to a **10' X 10'** space and will include an eight foot table with cover. If your requested space is larger than the basic size, you will have additional "half space" fees at the rate of **\$75** per half space. Include your measurement required booth size with your application. Backdrops cannot be taller than **4** feet. Sidewalls cannot be higher than **2** feet. All electrical cords must be within the booth. All booths are required to have a **professionally prepared** sign. **All signs must be at least 8 ½ x 11 inches (either direction).** All signs must be placed in sign holders. If your booth has music or sound, it must set to volume determined by MaineStream Finance and Bangor Mall staff.

DEPOSITS & PAYMENTS: Standard booth is **\$120**, Half Size Booth is **\$75**. Over-sized booths will be charged based on square footage. If for some reason we are unable to accommodate your request, full deposit will be returned. **Full payment is due on or before October 9, 2008 or reservation is subject to cancellation without refund. To receive the Loyalty and/or the Early Bird discount(s) a completed application and full payment must be received by September 25, 2008.**

BILLING & SERVICE CHARGES: Your mailed statement is your written confirmation and will show your outstanding balance, booth assignments, fees charged, and show status. A \$25 fee will be charged for returned checks.

CANCELLATION POLICY: **Cancellations after October 2, 2008 may result in 100% forfeiture of fees paid.**

For more information, please call or email:

James Macomber at 564-7116 or 1-800-215-4942 ext. 210 and via email at jmacomber@penquis.org . If James Macomber is unavailable, please ask for Sheree Brown at the same number or email her at sabrown@penquis.org

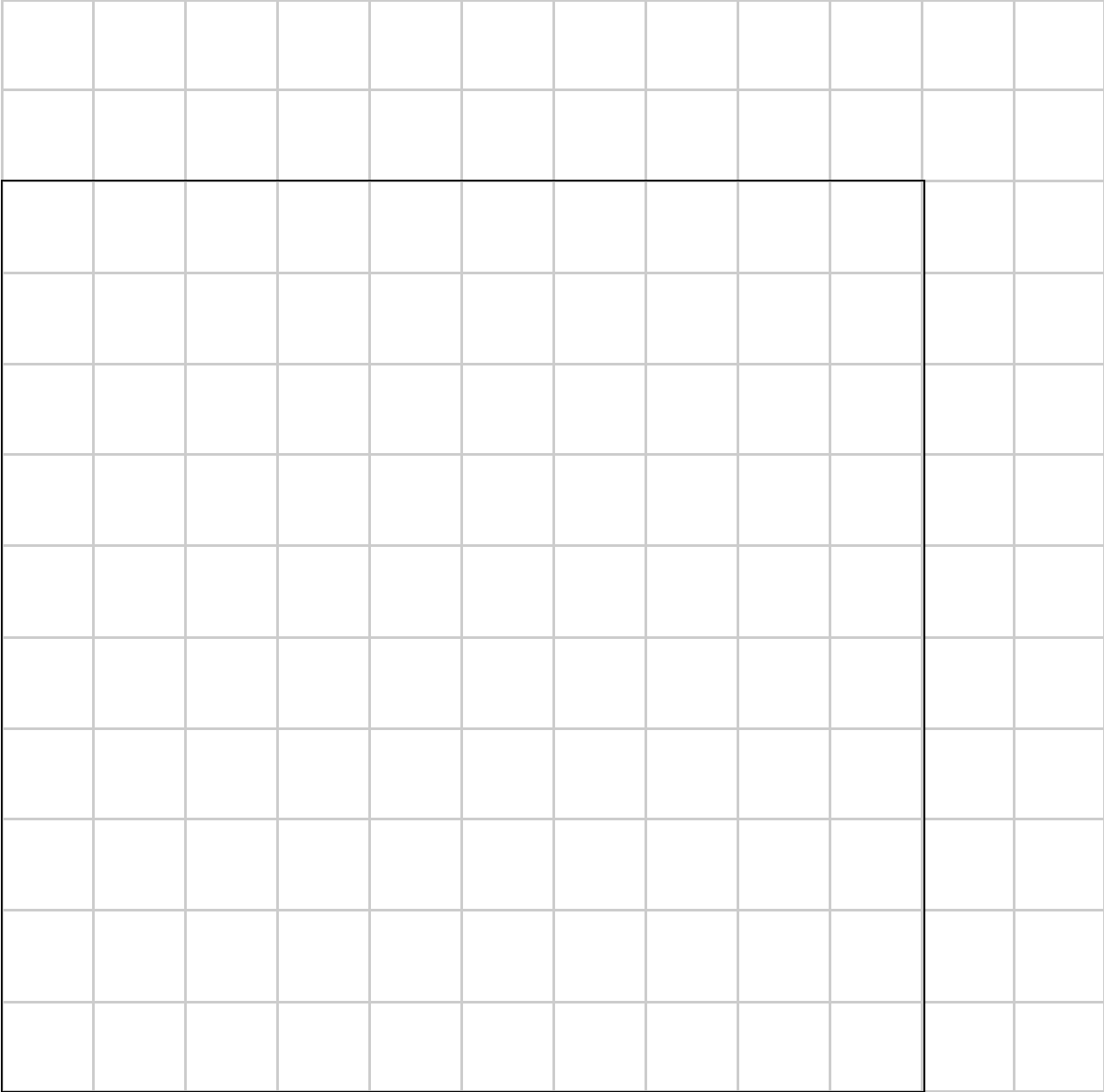
Application Checklist

- Read all application materials in their entirety; supply all requested information and materials along with your payment; sign where requested and return via U.S. Mail.
- Food and music applicants must send samples as well as photos. Food applicants must also fill out a food questionnaire.
- Applicants must include the following photos/slides with your application. **These requested items are used in our marketing of the Maine IWW Marketplace:**
 - At least 2 product or service photos that represent your finished work.
 - 1 - Photo of yourself making your product or service in your environment
 - 1 - Booth photo (a sketch may be submitted instead of photos)
- Send us a short biography (at least 75 words) that could be used in any of numerous marketing opportunities.

Items to Return

Registration Application
Common Use Agreement
Participants' Rules & Regulations Agreement
Proof of Insurance(s)

Booth Layout Grid



front

Space is 10' X 10'

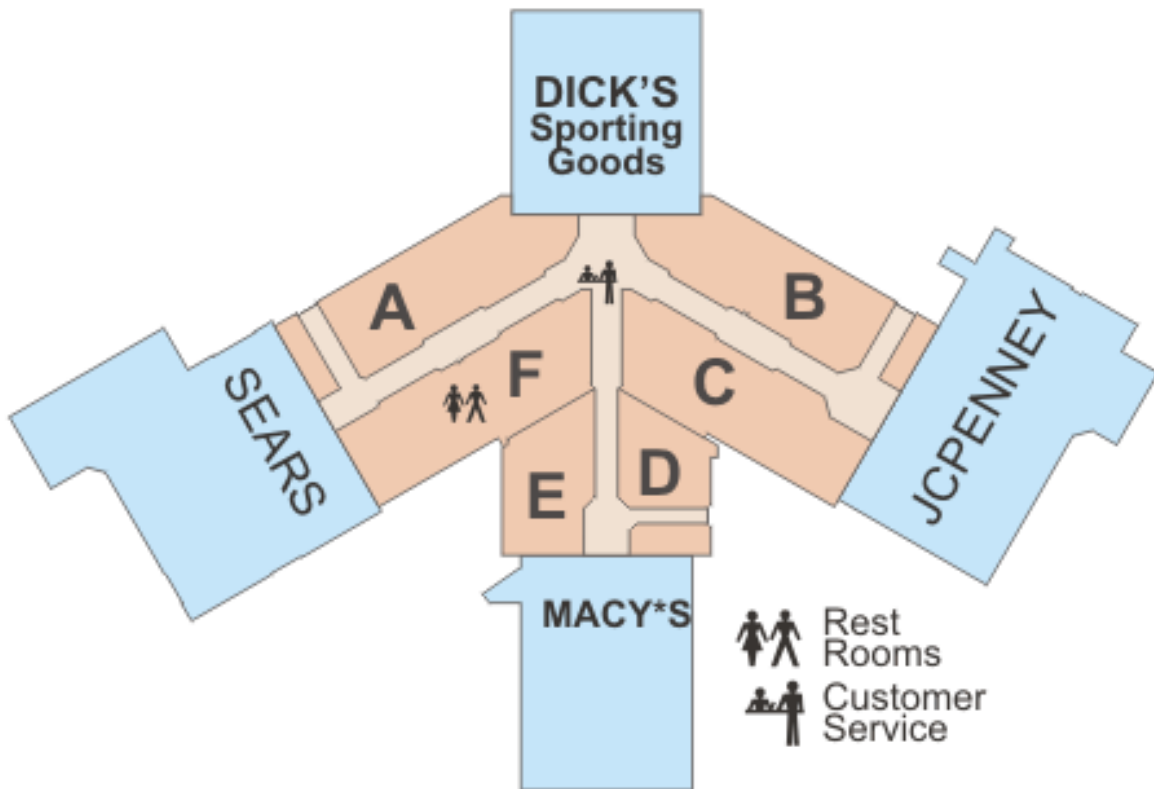
Location For Fall 2008 is the **Bangor Mall**



Bangor Mall Trade Area Data:

- Age Groups Served:
 - 55 & Older is 24.47%
 - 35 - 54 is 31.57%
 - 18 - 34 is 22.39%
 - 17 & under is 21.57%
- Median Age is 38.1.
- 57% of customers are married
- 15% of the trade area households have incomes of at least \$75,000.
- Average Household income is \$50,782.
- Trade area population is 229,625
- Total number of households is 95,125

Data provided from the Bangor Mall



Exhibitor Rules and Regulations

LOADING/UNLOADING: Must take place preferably before the mall opens or after the mall closes. No equipment will be brought in during business hours unless approved by mall management.

All participants must move in through one of the Service Entrances indicated on the Bangor Mall floor plan. Nothing may be brought in through the glass doors.

Vehicles must be moved **IMMEDIATELY** upon loading or unloading. Pneumatic wheel carts and dollies, not rubber or metal, may be used.

All personal items must be kept to a minimum and out of public view. Since the weather may be cold, please make arrangements for your coats, hats, mittens, etc. Benches are not to be used as coat racks.

PARKING: Participants may not park in front of the blue line in any parking lot.

ELECTRICITY: Bangor Mall has ample electrical outlets to accommodate participants; however, Bangor Mall reserves the right to restrict excessive use of electricity.

If electricity is needed, it is the participant's responsibility to provide 3 wire ground extension cords. Gray duct tape may be used to tape wires to the floors, however, no electrical cords are to be placed across shopper walkways.

ATTENDANCE AND APPEARANCE: Participants must maintain an appropriate dress code at all times. Clothes with rips or holes are NOT permitted. Food is not allowed in any display.

SIGNS: Signs may not be **TAPED** in any way to the walls, planters, columns or any other place. All signs must be 8 ½ x 11 inches (either direction). All signs must be placed in sign holders. Bangor Mall will provide participants with sign holders; however, they are the property of Bangor Mall and may not be removed from the premises. Bangor Mall reserves the right to bill and collect from any participant the cost of replacing the sign holders. All display signs **MUST** be **PROFESSIONALLY** prepared. ***NO MAGIC MARKER/BALLPOINT PEN/PENCIL OR OTHER HANDWRITTEN SIGNS PERMITTED.***

SHOPPING HOURS: 9 AM – 9 PM Monday – Saturday, Sunday, 11 AM – 6 PM.

MAINTENANCE OF COMMON AREA: All areas must be maintained in a clean and orderly manner at all times. There must be no trash left around display areas. The mall has an ample supply of trash receptacles located throughout the premises for this purpose.

SMOKING: Smoking is not permitted in the mall.

DISPLAYS: Participants must be a minimum of 8 feet away from kiosks. Participants must be at least 10 feet away from store fronts.

No mall fixture may be used as any part of a display (i.e., trees, planters, columns, etc.)

Distribution of literature of ANY kind may not take place other than at the participant's area. Distributors must stand with the group. Literature/signage must pertain directly to display.

No lawn chairs, food, or earphones are allowed in the display. All tables must be uniformly skirted. Coats, bags, handbags, etc. Should be stored out of sight.

Mall management and security are not responsible for items or displays being lost, stolen, or damaged. Participants must attend to their own displays.

EQUIPMENT REMOVAL: No displays may be dismantled or removed from the mall prior to closing. After 9 PM, all participants may move their displays out of the mall. Special arrangements must be made with Mall Management if participants cannot remove the display at this time.

CONDUCT OF PERMIT HOLDERS: All political and controversial activities are prohibited. Other activities which interfere, directly or indirectly, with the commercial operations of the mall, its tenants, customers, or other lawful occupants is prohibited.

Participants are responsible for leaving their area in the clean and orderly manner in which it was rendered to them upon arrival at the Bangor Mall. Mall Management reserves the right to bill and collect from the participants all costs incurred in restoring the common area to its previous condition.

I declare that I have read and understand the information presented on this page of the Exhibitor Rules and Regulations and agree to adhere to all set forth requirements.

Authorized Signature

Business/Organization

Date

**Bangor Mall's Trash Policy
TRASH SEPARATION**

Cardboard Boxes – All cardboard boxes must be broken down, compacted to the best of your ability and stacked **NEATLY**.

Food Scraps – All food scraps must be placed in **Heavy Duty** Plastic bags. Bags should not weigh more than thirty pounds.

Light Bulbs – All light bulbs will be placed in a separate box for recycling. The box must be labeled "LIGHT BULBS" along with "YOUR STORE NAME." Be sure and safely put the bulbs outside the door so they will not break and can easily be distinguished from the rest of your trash. Do not break any bulbs; there is a Maine state law that concerns mercury vapor and hazardous materials. Breaking of these bulbs would allow mercury to escape in the air. If the D.E.P. did a random inspection and found a higher than normal level of mercury, your store could face stiff fines and your store would be shut down by them and under go very costly hazardous materials cleaning. This whole scenario would be at your expense. Additional charges may occur on certain types of light bulbs. I.E. mercury vapor, fluorescent, metal Halide.

Regular Trash – All everyday trash and packing materials must be in a standard 2 ml or greater trash bag. Trash may not be put in a box. All bags must be less than thirty pounds.

Shelving – Put out with regular trash and neatly stacked.

Batteries and Ballasts – Batteries and ballasts must be put in a separate container and marked as to what the container contains.

TRASH PICKUP

NON-FOOD RETAILERS

Trash service begins at 9:00 p.m., Monday through Saturday and ends at 10:00 p.m. On Sunday, Trash Pick-ups begin at 6:00 p.m. and end at 7:00 p.m. Anyone wishing to have trash picked up, must have his/her trash out at these times or you will pay for additional trash pick-ups. The charge will be \$5.00 per extra trip.

Retailers are asked to place trash outside their back door unless otherwise advised by mall personnel (for tenants without back doors, trash may be placed in the mall area in front of your store) no earlier or later than the above times.

FOOD RETAILERS

Trash pickups for food retailers will be Monday through Saturday at 2:00 p.m., 5:00 p.m. and 9:00 p.m. Sunday at 2:00 p.m. and 6:00 p.m. Additional pickups will be made at \$5.00 per pick up.

PLEASE REMEMBER

If your trash does not comply with the above policies, Unicco Maintenance Personnel have the right to refuse your pick-up until it is properly packaged.

I declare that I have read and understand the information presented on this page of the Bangor Mall's Trash Policy and agree to adhere to all set forth requirements.

Authorized Signature

Business/Organization

Date

2008 IWW MarketPlace

Saturday, October 25, 2008 Registration Application

PLEASE PRINT CLEARLY!

Contact Name:					
Business Name:					
Mailing Address:					
Town:	State:	Zip:			
Email Address:		Phone:			
Web Site Address:		Cell:			
Sales Tax Id:		Fax:			
Date Completed The IWW Training:		Instructor:			
Date of Business Assistance:		Consultant:			
Are you selling a product or service at the MarketPlace? Y N If yes, what will you be selling? _____ Or are doing market research and/or informational booth? Y N		I am requesting electricity: Yes No	I am requesting to share a booth with		
Give a brief description of your product and/or service:		I have the following special request(s). Use other side if necessary. <i>Please understand that we will try to honor all special requests.</i>			
		Booth Space	\$120	Number of	
		Half Space	\$75	Number of	
		Approved Discount(s) Early Bird Loyalty			
		Total			

I have read and understand all the policies and requirements of this MarketPlace. I will not hold any agency or sponsor or host facilities responsible for any loss that may happen.

Signature _____ Date _____
Office use only:
Received: _____
Posted: _____

Electronic copies will not be accepted.
RETURN THE **SIGNED** REGISTRATION APPLICATION AND
REQUIRED FORMS WITH YOUR CHECK BY **OCTOBER 9,**
2008. MAKE CHECKS PAYABLE TO **MAINESTREAM**
FINANCE AND MAIL TO:
MaineStream Finance
c/o Penquis Attn: James Macomber
50 North St., Dover-Foxcroft, ME 04426

APPLICATION FOR PERMIT TO USE COMMON AREA

Form 138 (Rev. 9-01)

Shopping Center Bangor Mall

Instructions: Please TYPE or PRINT all information.

Name of Individual / Organization	Describe the nature of the activity A Part of the IWW MarketPlace
Street Address	
City, State, Zip	
Telephone No.	

DATE REQUESTED	TIME REQUESTED		NAME OF PERSON WHO WOULD BE IN CHARGE
10/25/08	From: 9 <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: 9 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
	From: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
	From: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	

If use of special decorations, signs, displays, or devices is requested, explain

GENERAL RELEASE AND INDEMNITY

(Please read carefully)

Applicant agrees that if a Permit is issued pursuant to this Application, Applicant will defend, indemnify and hold Management, the Owner, each tenant of the Shopping Center, and the Merchants' Association or Promotional Fund harmless from and against any and all claims for personal injuries, death, damages, costs, and/or other expenses, including reasonable attorney's fees, arising from or in any way connected with the use of the Common Area of the Shopping Center or any part or facility thereof by the Applicant or his agents, members, partners, associates, contractors, servants and employees, and the undersigned does hereby release, discharge and acquit the Owners of the real estate, their lessees, the Mall Management Company (and all their shareholders, directors, employees, customers and invitees), Mall Tenants (and their owners, officers, directors, employees, customers and invitees) and the Mall Merchants' Association or Promotional Fund from any and all claims, demands, and actions for any loss, cost, expense, damage or injury either to the person or property of the Applicant and each member of the Applicant sustained by reason of any condition of said Common Area or the Mall Shopping Center, or due to any act of any employee or agent of the Merchants' Association or Promotional Fund, the Mall Tenants the fee Owner, its lessee, the Management Company or the act of any other person or entity whatsoever, all of which claims are hereby waived by Applicant for itself and each of its members.

ACKNOWLEDGEMENT

(Please read carefully)

The undersigned hereby represents that he/she is the Applicant or an officer or other authorized agent of the Applicant named herein and that he/she is 21 years of age or over. The undersigned further acknowledges he/she has read and is familiar with the Rules and Regulations Governing Use of the Common Area of the Shopping Center (see reverse side) and recognizes and agrees by his/her signature hereto that the making of this Application, the issuance of any Permit based on this Application and the use authorized by such Permit are expressly conditional upon Applicant's acceptance and continuing observation of said Rules and Regulations.

Name of person completing application	Street Address (if different than above)	
Title (if any)	City, State, Zip	
Signature	Date	Phone No.

PERMIT TO USE COMMON AREA

<p>The Individual/Organization named above has permission to use the designated portion of the Common Area during the above stated hours date(s), subject to the Mall policies and to the Rules and Regulations stated on the reverse side hereof.</p> <p><input type="checkbox"/> Please locate the exhibit, display, or equipment in the Mall Common Area as indicated on the attached map of the Mall.</p>	Authorized Signature	Date
	For:	

Request For Proof Of Insurance

Auto:

I, _____ of _____ do certify and can provide proof that my automobile insurance does meet State of Maine insurance minimum requirements. I fully understand that I am responsible for any damage caused by myself, my employees, my business or my equipment to the Bangor Mall Property and release and hold harmless the Bangor Mall, Penquis and MaineStream Finance.

(Signature & Date)

(Print name here)

Business:

I, _____ of _____ do certify and **will provide** proof of business liability insurance. I fully understand that I am responsible for any damage caused by myself, my employees, my business or my equipment to the Bangor Mall Property and release and hold harmless the Bangor Mall, Penquis and MaineStream Finance.

OR

I, _____ of _____ **do not have business liability insurance.** I fully understand that I am responsible for any damage caused by myself, my business or any equipment to the Bangor Mall Property and release and hold harmless the Bangor Mall, Penquis and MaineStream Finance.

(Signature & Date)

(Print name here)

Incubator Without Walls Release Form

The Incubator Without Walls Program, MaineStream Finance, Penquis, Washington Hancock Community Action and Down East Business Alliance have my permission to: be photographed, use my photographs, use information provided and use my name for press releases and articles about IWW and for IWW publications. I give permission for staff to photograph me participating in various activities involved in the IWW program. This includes: working on a business project, participating in Advisory Board meetings, participating in field trips and also during MarketPlace. I understand that the agencies will give me access to see pictures that have been taken.

I, _____, give permission for The Incubator Without Walls Program, MaineStream Finance, Penquis, Washington Hancock Community Action and Down East Business Alliance to photograph me for the purposes stated above.

Participant signature: _____

Printed Participant Name: _____

Date: _____

