



**Register today for “Fall” 2009 Market!**  
**Move in Friday, March 20, 2009**  
**Show is 3 full days!**  
**March 21, 22 & 23, 2009**  
**Market Hours are 9am - 6pm every day!**

*Show Location:*

*Embassy Suites-Washington Square*  
*9000 SW Washington Square Road*  
*TIGARD, OREGON*

*Whether you are new to the Northwest Market Association  
or an old friend, we look forward to seeing you.*

*Questions: Call 253-759-9692*  
*pat@northwestmarket.org*

*www.NorthwestMarket.org*

October 2008



*Dear Shoe, Apparel & Accessories Reps,*

Enclosed is your market information to register for the "**Fall 2009**" show in Portland at the **Embassy Suites • Washington Square, Tigard, OR. Move in is Friday, March 20 and the show will be 3 full days! March 21, 22, 23, 2009 from 9am - 6pm daily.** Registration deadline is **January 23, 2009.** If you wish to be listed in our directory, contracts have to be postmarked by the deadline. Please register early by filling out the proper exhibitor forms.

It is imperative that our vendors move in and complete their hotel registration process on Friday, March 20th between 3-9pm. We want to avoid long lines for our retailers checking in on Saturday. Your cooperation is greatly appreciated.

In order to keep our "rep" list up to date we ask that you advise us of any address changes. If you know of someone who would like to participate or did not receive a current registration packet please contact this office.

Once again we will be offering you **Five Great Ways to Increase Your Sales:**

**1) Show Book Advertising:**

Now offering COLOR ads! Increase sales during and after the market by advertising in our market book. See our Advertising contract for more details. Our retailers read these ads all year long!

**2) NMA Mailing List:**

We have available to vendors, last years attendee list on peel and stick label or word document. Cost is \$20 payable in advance. Send check to NMA office. Mail out your own promotional materials if you choose.

**3) Market Specials:**

We will again list in our directory "Market Specials", i.e.; Dating Discounts, POP's, displays, signage, gift with purchase, etc. Fill out our "Directory & Market Specials" form and return it with your contract.

**4) Hot Table Sample Promotion:**

Showcase up to five samples to retailers by using our Hot Table in the registration lobby. Create more traffic and sales among all attending retailers for just \$5 each! We'll merchandise your samples with your name and room number. Pay when you send in your registration form and fill out the Directory-Market-Hot Table Form! Turn in your samples Friday at the Registration Desk between Noon and 9PM.

**5) Website Advertising:**

Your listings and contact info will be on our website all year round giving you added exposure.

**Application Deadline - January 23, 2009**

*Pat Hodges*

Pat Hodges, Executive Director

*Michael Less*

Michael Less, President

*Judy Billings*

Judy Billings, Chairman



# Booth Registration Form

Embassy Suites · Washington Square · Tigard, Oregon

Friday, March 20 Set-up / Check-in Noon-9pm

Saturday, March 21, 9am - 6pm • Sunday, March 22, 9am - 6pm

Monday, March 23, 9am - 6pm

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*\*I will be sharing my booth space with \_\_\_\_\_*

***\*Each person must pay the full show fee and sign & return a separate registration form!***

**Rates:**

Convention Center Booth\* Space \$225 How many booths? \_\_\_\_\_ \$ \_\_\_\_\_

(\*All booths include tables and chairs.)

**Show Fees** \$90.00 \$ **90.00**

**Late Fee: after January 23, 2009** \$50.00 \$ \_\_\_\_\_

**Add-ons:**

Tables No Charge 6' \_\_\_\_\_ 8' \_\_\_\_\_

Risers (4') \$15 per riser How many risers? 4' \_\_\_\_\_ \$ \_\_\_\_\_

Clamp-on Lights \$15 each How many? \_\_\_\_\_ \$ \_\_\_\_\_

Mannequins \$20 each How many? \_\_\_\_\_ \$ \_\_\_\_\_

**Hot Table Items (see form)** \$5.00 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

**Peel & Stick Mailing List** \$20.00 \$ \_\_\_\_\_

**Annual 2009 Dues:** \$25.00 \$ \_\_\_\_\_

**Show Signage:** I'll use last year's \_\_\_\_\_ \$25 new signs or \$5 set of inserts (fill out form) \$ \_\_\_\_\_

You **MUST** use our official signs by request of the board and the hotel. Thank you.

**Advertising in Show Book** Fill out form \$ \_\_\_\_\_

**SUBTOTAL** **SUBTOTAL** \$ \_\_\_\_\_

**Add 4% for Visa/Mastercard service charge (if applicable)** \$ \_\_\_\_\_

Visa  Mastercard Card # \_\_\_\_\_ Exp. \_\_\_\_\_

**\*Make check payable to NMA** **TOTAL PAYMENT ENCLOSED: \$** \_\_\_\_\_

**Need Sleeping Room** Do Not Send Money for Room - Hotel will bill you!

Yes \_\_\_\_\_ (NMA Rate of \$119) Arrival Date \_\_\_\_\_ Departure \_\_\_\_\_

Send information on other hotels.

**I understand that I must check in on Friday, March 20 between Noon-9pm.**

**I hereby agree to uphold the Market Rules and Regulations as set forth by the NMA.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return to:** Northwest Market Association

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: pat@northwestmarket.org www.northwestmarket.org**



# Room Exhibitor Registration Form

Embassy Suites • Washington Square • Tigard, Oregon

Friday, March 20 Set-up / Check-in Noon-9pm

Saturday, March 21, 9am - 6pm • Sunday, March 22, 9am - 6pm

Monday, March 23, 9am - 6pm

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*\*I will be sharing my room space with \_\_\_\_\_*

*\*\* Each person must pay the full show fee and sign & return a separate registration form!*

## ***Section 1 - Hotel Charges — Do Not Send Money! Billed thru Hotel!***

***Room Rates - Do not make reservations with the hotel. All room reservations will be handled through the Association, including early arrivals and extended stays.***

Friday or earlier arrival (please state arrival date): \_\_\_\_\_

Extended stay past Tuesday 12:00 NOON charged as another night: \_\_\_\_\_

Room Rate (\$119 Per night plus tax) (This is a full 3 day show! You will be billed for Monday!)

Tables (Billed to your room) 6' @ \$10 ea \_\_\_\_\_ 8' discontinued

## ***Section 2 - Show Fees:***

***Show Fee*** \$90.00 \$ 90.00

***Late Fee: after January 23, 2009*** \$50.00 \$ \_\_\_\_\_

***Clamp-on lights*** \$15 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

***4' Risers*** \$15 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

***Mannequins*** \$20 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

***Hot Table Items (see form)*** \$5.00 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

***Peel & Stick Mailing List*** \$20.00 \$ \_\_\_\_\_

***Annual 2009 Dues:*** \$25.00 \$ \_\_\_\_\_

***Show Signage:*** I'll use last year's \_\_\_\_\_ \$25 new signs or \$5 set of inserts (fill out form) \$ \_\_\_\_\_

You **MUST** use our official signs by request of the board and the hotel. Thank you.

***Advertising in Show Book*** Fill out form \$ \_\_\_\_\_

**SUBTOTAL** **SUBTOTAL:** \$ \_\_\_\_\_

***Add 4% for Visa/Mastercard service charge (if applicable)*** \$ \_\_\_\_\_

Visa  Mastercard Card # \_\_\_\_\_ Exp. \_\_\_\_\_

***\*Make check payable to NMA TOTAL PAYMENT ENCLOSED:*** \$ \_\_\_\_\_

***I understand that I must check in on Friday, March 20 between Noon-9pm.***

***I hereby agree to uphold the Market Rules and Regulations as set forth by the NMA.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and return to: Northwest Market Association***

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: pat@northwestmarket.org www.northwestmarket.org**



# Two Day Exhibitor Registration Form

Embassy Suites • Washington Square • Tigard, Oregon

Friday, March 20 Set-up / Check-in Noon-9pm

Saturday, March 21, 9am - 6pm • Sunday, March 22, 9am - 6pm

Check-out no later than Noon on Monday, March 23

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

\*I will be sharing my room space with \_\_\_\_\_

\*\* Each person must pay the full show fee and sign & return a separate registration form!

### Section 1 - Hotel Charges — Do Not Send Money! Billed thru Hotel!

**Room Rates - Do not make reservations with the hotel. All room reservations will be handled through the Association, including early arrivals and extended stays.**

I will be arriving before Friday, March 20 (please state arrival date): \_\_\_\_\_

Bill me for Friday, Saturday, Sunday. I must vacate my room by Monday Noon or be charged another night.  
Room Rate (\$119 Per night plus tax)

Tables (Billed to your room) 6' @ \$10 ea \_\_\_\_\_ 8' discontinued

### Section 2 - Show Fees:

**Show Fee** \$90.00 \$ 90.00

**Late Fee: after January 23, 2009** \$50.00 \$ \_\_\_\_\_

**Clamp-on lights** \$15 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

**4' Risers** \$15 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

**Mannequins** \$20 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

**Hot Table Items (see form)** \$5.00 each How Many? \_\_\_\_\_ \$ \_\_\_\_\_

**Peel & Stick Mailing List** \$20.00 \$ \_\_\_\_\_

**Annual 2009 Dues:** \$25.00 \$ \_\_\_\_\_

**Show Signage:** I'll use last year's \_\_\_\_\_ \$25 new signs or \$5 set of inserts (fill out form) \$ \_\_\_\_\_

You **MUST** use our official signs by request of the board and the hotel. Thank you.

**Advertising in Show Book** Fill out form \$ \_\_\_\_\_

**SUBTOTAL** **SUBTOTAL:** \$ \_\_\_\_\_

**Add 4% for Visa/Mastercard service charge (if applicable)** \$ \_\_\_\_\_

Visa  Mastercard Card # \_\_\_\_\_ Exp. \_\_\_\_\_

**\*Make check payable to NMA TOTAL PAYMENT ENCLOSED:** \$ \_\_\_\_\_

**I understand that I must check in on Friday, March 20 between Noon-9pm.**

**I hereby agree to uphold the Market Rules and Regulations as set forth by the NMA.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please sign and return to: Northwest Market Association***

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: pat@northwestmarket.org www.northwestmarket.org**

# NORTHWEST MARKET ASSOCIATION "Fall 2009" MARKET

Embassy Suites • Washington Square • Tigard, Oregon  
Check in Friday, March 20 / Show is March 21,22, 23, 2009

## ADVERTISING CONTRACT

**DEADLINE: February 7, 2009.**  
**Now offering COLOR ADS!**

**DIRECTORY ADVERTISING RATES AND SIZES:** Check the ad size and placement you prefer:

_____	Full Page (4.5" x 7.5")	(Circle one) \$85.00 B/W or NEW! Full color \$100
_____	Half Page (4.5" x 3.6")	\$50.00 B/W only
_____	*Inside Front or Inside Back Cover (4.5" x 7.5")	\$145.00 / NEW! FULL COLOR ONLY!
_____	*Outside Back Cover (4.5" x 7.5")	\$165.00 / NEW! FULL COLOR ONLY!
_____	*Inside Center Pages (2 pages)	(Circle one) \$165.00 or NEW! Full color \$200

\*These positions will be offered to those requesting them on a first come first serve basis.

### ADVERTISING COPY IS:

\_\_\_\_\_ **300 dpi PDF file being sent via email to: gwodzin@clearwire.net**  
\_\_\_\_\_ **Contact my company art dept at: \_\_\_\_\_**  
\_\_\_\_\_ on separate sheet attached.  
\_\_\_\_\_ **being sent under separate cover to: NMA c/o Gail Wodzin, 10255 34th Ave SW, Seattle 98146**  
\_\_\_\_\_ to be picked up from last directory.

### SPECIFICATIONS:

- 1. DEADLINE: FEBRUARY 7, 2009.** If your ad is being designed and sent from another office, please notify them of the advertising deadline now or let us know who to contact for you: \_\_\_\_\_
- Email a 300dpi PDF file to: gwodzin@clearwire.net **Note:** The room number assigned by NMA will be automatically inserted. Only paid exhibitors' names will appear in the ad.
- Please identify all materials with name of sales rep as well as company names.
- Tearsheets will be supplied if payment is deferred until after the publication. (Must be pre-approved)
- NMA reserves the right to position placement of all advertising and compiling index to advertisers.
- Responsibility for accuracy rests with advertiser. Although NMA makes every effort to be accurate, it is not liable for advertising errors.

**QUESTIONS? Call Gail @ 206-371-0585 / email: gwodzin@clearwire.net**

### SOLD TO:

Name: \_\_\_\_\_  
Product Line: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_

**Enclose remittance (made payable to NMA) along with this advertising contract and return to:**

**Northwest Market Association**

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: pat@northwestmarket.org www.northwestmarket.org**

**NOTE: Advertising must be paid for in full before book is printed!**  
**February 1 deadline. Book goes to press February 16, 2009!**

# Directory Information Sheet

**Be sure to PRINT clearly-we don't want to guess on numbers and spelling!**

Rep Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number for publication in showbook: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email for showbook: \_\_\_\_\_

\* What **product line** would you like on your badge: \_\_\_\_\_

\* Extra guest badges for: \_\_\_\_\_

**Lines Represented: (Attach separate sheet if more than 10) (PRINT CLEARLY)**

**Please identify each line as: S(shoes) AP(apparel) L(lingerie) H(handbags) AC(accessories) G(gifts).**

1. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

2. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

3. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

4. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

5. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

6. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

7. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

8. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

9. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

10. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

11. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

12. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

13. \_\_\_\_\_ (S) (AP) (L) (H) (AC) (G)

**Please return this separate form with Exhibitors Contract to:**

**Northwest Market Association**

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: [pat@northwestmarket.org](mailto:pat@northwestmarket.org) [www.northwestmarket.org](http://www.northwestmarket.org)**



## ***Market Specials and Hot Table Information***

*It is important to us that we get the correct information in our directory about your company. Names, addresses, phone and fax numbers along with the type of merchandise you sell and the vendors you represent. This form MUST be returned if you are to be included in our show directory.*

***Be sure to PRINT legibly-we don't want to guess on numbers and spelling!***

Rep Name(s): \_\_\_\_\_

### **Market Specials:**

**Only specials that offer direct incentives for buyers will be printed.**

We will devote, at no charge to you, a few pages of our directory to list vendors offering market specials such as dating, discounts, displays, signage, gift with purchase, etc. If you would like to participate fill out the following:

**Line name:** \_\_\_\_\_

**Market Special:** \_\_\_\_\_

\_\_\_\_\_

**Line name:** \_\_\_\_\_

**Market Special:** \_\_\_\_\_

\_\_\_\_\_

**Line name:** \_\_\_\_\_

**Market Special:** \_\_\_\_\_

\_\_\_\_\_

**Line name:** \_\_\_\_\_

**Market Special:** \_\_\_\_\_

\_\_\_\_\_

### **Hot Table Items: \$5 Each - Maximum of 5 items**

Showcase up to five (5) items in our Registraton Area. Turn in samples on Friday at the registration desk for display purposes; please indicate on your registration form how many.

**I want to showcase \_\_\_\_\_ item(s) at \$5 Each!**

**Please return this separate form with Exhibitors Contract to:**

**Northwest Market Association**

**2522 N. Proctor St. #45, Tacoma WA 98406 / Phone: 253-759-9692 Fax: 253-752-3033**

**Email: pat@northwestmarket.org      www.northwestmarket.org**

# SIGN ORDER FORM

<b>Your Name HERE</b>

**REPS, PLEASE NOTE!**

*This door sign is the ONLY signage authorized by the board (& hotel) for use at our shows. It is mandatory that you have this sign displayed at your door or at your booth. If this is your first show please fill out section one below.*

**IF YOU ALREADY HAVE THIS SIGN BE SURE YOU BRING IT TO THE MARKET.**

*If you have added new lines please order your sign inserts at this time. Fill out section 2 below.*

*Thank you.*

Section 1: Make me a new sign! (\$25-please include payment with contract)  
*Please print lines for your new sign:*

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Section 2: I have a sign but need new line sets:  
\$5 per set, please include payment with contract.  
*Please print lines to be added to your existing sign:*

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Rep Name: \_\_\_\_\_  
(please print)



# CONTACT INFORMATION & CREDIT CARD AUTHORIZATION

Be sure to print legibly!

## CONTACT INFORMATION (How we contact you with show information)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## CREDIT CARD AUTHORIZATION

We accept Visa and MasterCard. If you would like to charge your show fees to a credit card please fill out the following information in full.

Cardholder Name (the way it appears on the card)

\_\_\_\_\_

Billing address for card if different from above:

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Credit Card Number:

\_\_\_\_\_

Expiration Date: \_\_\_\_\_

Last three digits on the back of your card: \_\_\_\_\_

I authorize Northwest Market Association to charge the above account for the amount listed on my show application. I agree to all terms and conditions stated on my show application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# MARKET RULES AND REGULATIONS

The following are the rules and regulations you have agreed to abide by when you sign your contract.

1. The Northwest Market Association & Northwest Apparel Association (herein called NMA) will hold its "Fall 2009" Shoe, Apparel & Accessory Market at the Embassy Suites · Washington Square · Tigard, Oregon.

Friday, March 20, 2009	Check-in 3:00 pm/Booth setup Noon-9pm
Saturday, March 21, 2009	9:00 am - 6:00 pm Show Hours (Rooms & Booths)
Sunday, March 22, 2009	9:00 am - 6:00 pm Show Hours (Rooms & Booths)
Monday, March 23, 2009	9:00 am - 6:00 pm Show Hours (Rooms & Booths)

Rooms at the Embassy Suites will be available after 3pm on Friday for set-up. **Rooms must be occupied by a sales rep during ALL official show hours. THERE WILL BE A \$100.00 FINE FOR UNATTENDED ROOMS DURING THE SHOW.**

2. All Sales reps **MUST** check in on Friday, March 20, 2009 between Noon-9pm

3. Move-out can take place after 6pm Monday, March 23; this is a full 3 day show. **Any exhibitor who begins tear-down earlier without prior consent of the NMA President or Executive Director shall be penalized \$100.00 for their first offense, and for any subsequent offenses, an extra \$100.00 will be added. Each and every individual along with the line MUST remain open until the official closing time.** You must check out by Tuesday Noon or you will be charged for another day!

4. Cancellation or request for change of space assignment is permitted within fourteen (14) days following the show deadline. Cancellation of space thereafter or failure to be at the Market (NO SHOW) will cost the exhibitor 100% of his/her market and space fees. There are no refunds of registration (exhibitor show) fees.

5. No exhibitor is allowed to assign, sublet, or apportion the whole or an part of space allotted him/her nor exhibit therein any other goods than those manufactured and sold in the regular course of business by the exhibitor unless permission is granted in writing by the Room Assignment Committee.

6. The individual applying for exhibit space is responsible for any unregistered sales reps in said space. Should NMA find someone who has not registered, the individual who applied for the exhibit space must appear at the next scheduled Board Meeting and be subject to a fine up to \$1,000 or any part thereof and loss of all points or a part thereof.

7. The serving of alcohol is not permitted in rooms during official market hours.

8. Noise level from any demonstration or sound system is to be kept to a minimum. NMA reserves the right to determine at which point sound constitutes interference with others and must be discontinued.

9. Each exhibitor shall assume responsibility for damage to the Embassy Suites and shall indemnify accidents or injuries to exhibitors, their agents or employees. The Exhibitor assumes responsibility for any accident, injury, or property damage to any person viewing his/her exhibit where such accident, injury, or property damage is caused by the negligence of the exhibitor, his agents or employees.

10. All merchandise, trade fixtures, equipment, and property of any kind which may be on the licensed premises of the Embassy Suites shall be at the sole risk and hazard of the exhibitor. The exhibitor is urged to insure all property on display at the Embassy Suites. Should any of the exhibitor's property be lost, stolen, destroyed or damaged, no part of such loss or damage is to be charged to or borne by the Association or the Embassy Suites. We reserve the right to require proof of insurance from each exhibitor.

11. **ONLY official NMA signs are allowed in the hallways. This is a NMA Board and hotel requirement.**

12. **No hotel furniture shall be placed in the hallways. This is a hotel requirement.**