

**Group Demonstration Request Form
September 14-September 30, 2018**

Group Name _____

Contact Person _____

Complete Mailing Address _____

Email _____ Phone _____

Cell phone _____ for contact on date scheduled

Date(s) & Time(s) Requested _____

(Please be flexible and give alternative dates/times if possible)

CREDENTIALS REQUESTED:

Number of Persons Participating _____ Number of vehicles-Gate 1 _____

Employee Parking-Shuttle Lot Passes _____

Note: credentials are only for those participating with your group. Fair management has the right to limit the number of credentials requested.

Parking Option: In order to help alleviate overcrowded parking lots, please consider parking in the employee parking lots and ride the shuttle to the fair grounds. The shuttle will drop you off at Gate 4 which is closest to the New England Center. You may also put your items in the back of the van if not too large. The employee parking lot is in Agawam. Maps will be provided.

Credentials are to be picked up to avoid loss through the mail. The credentials will be available in the Creative Arts office in the New England Center after Labor Day. A representative for the group demonstrating is required to sign for the tickets they pick up to insure that they were given to the correct person/group. Please attach a list of people participating with date/times. No credentials will be given without list of all participants. Please call ahead to avoid waiting as this office is staffed on a part time basis.

Reminder: It is important that someone from your group check in at the information desk inside Door 2 upon arrival.

Questions or concerns may be addressed by contacting Jane or Terri at 413-205-5015 or via email at creativearts@thebige.com.

Mail this form to:

Creative Arts Coordinator/New England Center
Eastern States Exposition
1305 Memorial Avenue
West Springfield, MA 01089 **Or FAX** to 413-205-5104