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Form **990-EZ**

Short Form Return of Organization Exempt From Income Tax

2008

OMB No 1545-1150

Department of the Treasury Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990 All other org- anizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form

The organization may have to use a copy of this return to satisfy state reporting requirements

Open to Public Inspection

Α	For t	he 2008 calendar	year, or tax year begin	ning	, 2008	, and en	ding		,	
В	Check	ıf applicable	С					D Emp	loyer id	lentification number
	Addres	s change Please use IRS	MAINE GROCERS	ASSOCIATION				01	-016	65097
	Name	change label or print or	P O BOX 190				ľ	E Tele		
	Initial r	return type	HALLOWELL, ME	04347-0190				12	071	622-4461
	Termin						 	. (2	.07)	022-4401
\vdash		led return linstruc-								emption
\perp		ation pending							nber	
		Section 501(c)(3 must atta	R) organizations and 45 ach a completed Sched	147(a)(1) nonexempt Jule A (Form 990 or S	charitable trusts 990-EZ).	; 	G Accounting in Other (speci		! <u>Ш</u>	Cash X Accrual
ı	Webs	site: MAINE(GROCERS.ORG				H Check ► required to a	attach:	Sched	anızatıon ıs not lule B (Form 990,
J	Organ	ization type (check or	nly one) — X 501(c) (06) ◀ (insert no)	4947(a)(1) or	527	990-EZ, or 9	990-PF)	
K	Chec		anization is not a section trequired, but if the o	on 509(a)(3) support	ing organization					not more than
	Add I	ines 5b, 6b, and	7b, to line 9 to determi		<u> </u>		<u>.</u>			
-		ad of Form 990-E.							<u>▶\$</u>	187,140.
Pa	art I		Expenses, and Ch		sets or Fund	Baland	es (See the i	<u>nstru</u>		
	1		fts, grants, and similar					L	1	50,595.
	2	_	revenue including gove	ernment fees and co	ntracts			L	2	26,780.
	3	· · · · · · · · · · · · · · · · · · ·	s and assessments					L	3	57,830.
	4	Investment meer	10-70-0-			1 - 1		Ļ	4	744.
	5 a		assets other			5 a				
_			er basis and sales exp			5 b		.		
R	c	Gam-dr (loss) from s	ale of assets othe	tory (Subtract In 5b from l	in 5a) (att sch)			_	5 c	
REVENU	6	Special engular and go	ctivities (documple e applicable			ming, che	ck here	$\sqcup \mid$		
N	a			of co	ontributions					
Ĕ		reported to the	in, ut			6a	29,2		ľ	
	b	Less direct expe	enses other than fundra	ising expenses		6 b	10,5	48.		
	C	Net income or (loss)	from special events and activ	rities (Subtract line 6b fror	n line 6a)				6c	18,667.
	7a	Gross sales of in	ventory, less returns a	nd allowances		7a				
	b	Less cost of good	ods sold			7b			.	
en	С	Gross profit or (le	oss) from sales of inve	ntory (Subtract line 7	'b from line 7a)				7 c	
Ö	8	Other revenue (descr	ibe SEE STATEM	ENT 1)	8	21,976.
SCANNED AUG	9	Total revenue (a	dd lines 1, 2, 3, 4, 5c,	6c, 7c, and 8)				- ▶	9	176,592.
<u>z</u>	10		ar amounts paid (attac		S	SEE SI	TATEMENT 2		10	5,000.
ź.	11	Benefits paid to	•	,					11	
Οž	12	•	ompensation, and emp	lovee benefits					12	55,000.
⊅₽	13	•	and other payments t	•	ictors				13	8,810.
Z,	14		, utilities, and maintena	•				_	14	<u> </u>
Se F			tions, postage, and shi						15	6,221.
-	16		ribe ► SEE STATEM)	_	16	99,377.
⋑	17		(add lines 10 through 1						17	174,408.
2000 NET	18		t) for the year (Subtrac		<u> </u>				18	2,184.
ž Š		-	nd balances at beginnir	-	27. column (A)\ (must s-	aroo with and of	<u> </u>	-	
E S		figure reported of	ia baiances at beginnir n prior year's return)	ig or year (from line a	∠/, coluinn (A)) (must aç	ji ee witti ena-or-		19	11,090.
E S T E	20	•	net assets or fund bal	ances (attach explan	nation)				20	
Ś	21		nd balances at end of y						21	13,274.
P	irt II		heets. If Total assets			0 or moi	re file Form 990			
•		, Daidilloc O	(See the instruction		2) are \$2,000,000	<u> </u>	(A) Beginning			(B) End of year
22	Cas	sh, savings, and ii		101 1 01111)				181.	22	18, 225.
23		id and buildings	TT COUNTERING						23	10,223.
24		-	oe ► SEE STATEM	ENT 4)		12	881.	24	24,425.
25		al assets (describ	o bul bilium	<u> </u>	-'			062.		42,650.
26			cribe - SEE STATE	MENT 5)	ŀ		972.		29,376.
		-	alances (line 27 of coli		/ with line 211	l		090.		13,274.

Form **990-EZ** (2008)

							65097 Page 2
Par				Expenses			
Desc desci progr	s the organi ribe what ribe the s am title	and 4947	uired for 501(c)(3) (4) organizations and (a)(1) trusts, optional thers)				
28		CTING CONVENTIONS, I ROCERY BUSINESS IN M		ACTIVITIES PRO	OMOTING		
29	(Grants	\$) If t	nis amount includes foreign gi	rants, check here	<u> </u>	28 a	57,662.
	 (Grants		ns amount includes foreign gi			29 a	
30		, , , , , , , , , , , , , , , , , , ,				25a	
21	(Grants	\$) If the ogram services (attach schedule	nis amount includes foreign gi	rants, check here.	-	30 a	
	(Grants		nis amount includes foreign gi	rants, check here.	<u> </u>	31 a	57,662.
Par		ist of Officers, Directors		ployees. (List each o	ne even if not cor		
		Name and address	(b) Title and average hours per week devoted to position		(d) Contributions employee benefit pla deferred compensa	to ns and	(e) Expense account
 SEE	STATE	MENT 6		55,000.		0.	0.
					-		·
	. 						
							
 	- -						

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Form **990-EZ** (2008)

Other Information (Note the statement requirement in General Instruction V.)

			Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity	33		Х
34		34	X	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T			
;	a Did the organization have unrelated business gross income of \$1,000 or more or 6033(e) notice, reporting, and		v	
1	proxy tax requirements? b If 'Yes.' has it filed a tax return on Form 990-T for this year?	35 a 35 b	X	
	Was there a liquidation, dissolution, termination, or substantial contraction during the year?	333		_
	If 'Yes,' complete applicable parts of Schedule N	36		Х
	a Enter amount of political expenditures, direct or indirect, as described in the instructions b Did the organization file Form 1120-POL for this year?	37 b		X
	· ·	3/0		^
3 87	a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?	38 a		X
l	b If 'Yes,' complete Schedule L, Part II and enter the total amount involved 38b N/A			
39	501(c)(7) organizations Enter			
;	a Initiation fees and capital contributions included on line 9			
	b Gross receipts, included on line 9, for public use of club facilities N/A			
40	a 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ► N/A; section 4912 ► N/A, section 4955 ► N/A			
ļ	b 501(c)(3) and (4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If 'Yes,' complete Schedule L, Part I	40 b		
(Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958			
	d Enter amount of tax on line 40c reimbursed by the organization			ļ
(e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T	40 e		
41	List the states with which a copy of this return is filed NONE	400		
ı	Telephone no. > (207) Located at P O BOX 190 HALLOWELL ME At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts. At any time during the calendar year, did the organization maintain an office outside of the U S? If 'Yes,' enter the name of the foreign country			11
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year	• ——		N/A N/A No
44	Did the organization maintain any donor advised funds? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44		x
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If 'Yes.'			
BAA	Form 990 must be completed instead of Form 990-EZ TEEA0812L 01/14/09 For	45 m 990	EZ (2	X 2008)
	, s ,		,-	

Form 990-F7	(2008)	MATNE	GROCERS	ASSOCIATI	ON
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Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51. Yes No Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I 46 46 Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II 47 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E 48 49a Did the organization make any transfers to an exempt non-charitable related organization? 49 a b If 'Yes,' was the related organization(s) a section 527 organization? 49 b Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None' (d) Contributions to employee benefit plans and deferred compensation (b) Title and average (c) Compensation (e) Expense account and other allowances (a) Name and address of each employee paid more than \$100,000 hours per week devoted to position Total number of other employees paid over \$100,000 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization If there is none, enter 'None (a) Name and address of each independent contractor paid more than \$100,000 (b) Type of service (c) Compensation Total number of other independent contractors receiving over \$100,000 Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge. Sign ature of office Date Here C 1574 5 WOW Type or print name and title Preparer's Identifying Number (See instructions) Check if self-Preparer's signature Paid P00321474 employed Pre-MACDONALD & CO Firm's name (or yours if self-employed), PAGE LLC parer's 30 LONG CREEK DR 01-0242373 Use EIN address, and ZIP + 4 Only SOUTH PORTLAND, 207-774-5701 ME 04106 Phone no ►X Yes No May the IRS discuss this return with the preparer shown above? See instructions

SCHEDULE C (Form 990 or 990-EZ)

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527

► To be completed by organizations described below.

► Attach to Form 990 or Form 990-EZ.

OMB No 1545-0047

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Schedule **C** (Form 990 or 990-EZ) 2008

Department of the Treasury Internal Revenue Service

If the organization answered 'Yes,' to Form 990, Part IV, line 3, or Form 990-EZ, Part VI, line 46 (Political Campaign Activities), then

• Section 501(c)(3) organizations complete Parts I-A and B Do not complete Part I-C

If the organization answered 'Yes,' to Form 990, Part IV, line 5 (Proxy Tax), then

- Section 501(c) (other than section 501(c)(3)) organizations complete Parts I-A and C below Do not complete Part I-B
- Section 527 organizations: complete Part I-A only

If the organization answered 'Yes,' to Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)) Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B Do not complete Part II-A.

• 5	Section 501(c)(4), (5), or (6) o	organizations Complete Part III			
Name	of organization			Employer identifica	ation number
	INE GROCERS ASSOCIA			01-016509	
Par	t I-A To be completed	by all organizations exempt unde	r section 501(c) a	ind section 527 org	janizations.
		ns for Schedule C for details.			
1	Provide a description of the	organization's direct and indirect political o	ampaign activities in	Part IV.	
	Political expenditures			▶\$	
	Volunteer hours.		.,		
Par	To be completed See the instruction	by all organizations exempt unde ns for Schedule C for details.	r section 501(c)(3	3).	
1	Enter the amount of any exc	ise tax incurred by the organization under	section 4955	▶\$	
2	Enter the amount of any exc	ise tax incurred by organization managers	under section 4955	▶\$	
3	If the organization incurred a	a section 4955 tax, did it file Form 4720 for	this year?		Yes No
4 a	Was a correction made?				Yes No
	If 'Yes,' describe in Part IV				
Par	To be completed See the instruction	by all organizations exempt under ns for Schedule C for details.	r section 501(c),	except section 501	(c)(3).
1	Enter the amount directly ex	pended by the filing organization for section	n 527 exempt functio	n activities > \$	
	_	g organization's funds contributed to other	·		
3	Total of direct and indirect ex Form 1120-POL, line 17b	xempt function expenditures Add lines 1 a	nd 2 and enter here a	and on ►\$	
4	Did the filing organization file	e Form 1120-POL for this year?		•	Yes X No
5	made Enter the amount pair received and promptly and d	and employer identification number (EIN) d and indicate if the amount was paid from irectly delivered to a separate political orgal space is needed, provide information in	the filing organizatio anization, such as a s	n's funds or were politic	cal contributions
	(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's own internal funds If none, enter-0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization If none, enter -0-

BAA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule C (Form 990 or 990-EZ) 200				01-016	
Part II-A To be comp under section	leted by organiza on 501(h)). See th	ations exempt unden ne instructions for So	r section 501(c)(3) chedule C for deta	that filed Form 576	8 (election
⊢ (ngs to an affiliated group			
B Check ► If the file		ked box A and 'limited co	ntrol' provisions apply		
(The term	Limits on Lobbying 'expenditures' mean	g Expenditures — is amounts paid or incur	red.)	(a) Filing organization's totals	(b) Affiliated group totals
1 a Total lobbying expendit	ures to influence pub	lic opinion (grass roots lo	obbying)		
b Total lobbying expendit	ures to influence a le	gislative body (direct lobl	byıng)		<u></u>
c Total lobbying expendit	·	nd 1b)			
d Other exempt purpose	•				<u></u>
e Total exempt purpose e	expenditures (add line	es 1c and 1d)			
f Lobbying nontaxable ar both columns	mount. Enter the amo	ount from the following tal	ble ın		
If the amount on line 1e, col	umn (a) or (b) is T	he lobbying nontaxable a	amount is		
Not over \$500,000	20	% of the amount on line 1e.			
Over \$500,000 but not over \$1	,000,000 \$1	00,000 plus 15% of the excess	over \$500,000.		
Over \$1,000,000 but not over \$	\$1,500,000 \$1	75,000 plus 10% of the excess	over \$1,000,000.		
Over \$1,500,000 but not over \$	\$17,000,000 \$2	25,000 plus 5% of the excess o	ver \$1,500,000.		
Over \$17,000,000	\$1	,000,000			
g Grassroots nontaxable	· ·				
h Subtract line 1g from lii		-			
i Subtract line 1f from lin	ie 1c Enter -0- if line	f is more than line c			
j If there is an amount of section 4911 tax for this	ther than zero on eith	er line 1h or line 1i, did t	he organization file Fo	rm 4720 reporting	Yes No
(Som	4 e organizations that columns	-Year Averaging Period (made a section 501(h) e below. See the instructi	Under Section 501(h) lection do not have to ons for lines 2a throu	complete all of the five gh 2f.)	
	Lobby	ring Expenditures During	4-Year Averaging Pe	riod	-
Calendar year (or fiscal year beginning in)	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) Total
2a Lobbying non-taxable amount					
b Lobbying ceiling amount (150% of line 2a, column (e))					
c Total lobbying expenditures					
d Grassroots non-taxable amount					
e Grassroots ceiling amount (150% of line 2d, column (e))					
f Grassroots lobbying expenditures					<u></u>

Schedule C (Form 990 or 990-EZ) 2008 MAINE GROCERS ASSOCIATION Part II-B To be completed by organizations exempt under section 501(c)(3) that have	01-0165 NOT filed	
(election under section 501(h)). See the instructions for Schedule C for deta	(a)	(b)
	Yes No	Amount
During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of		
a Volunteers?		
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?c Media advertisements?		
d Mailings to members, legislators, or the public?		
e Publications, or published or broadcast statements?		
f Grants to other organizations for lobbying purposes?		
g Direct contact with legislators, their staffs, government officials, or a legislative body?		
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any other means?		
i Other activities? If 'Yes,' describe in Part IV		
j Total lines 1c through 1i		
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?		
b If 'Yes,' enter the amount of any tax incurred under section 4912.		
c If 'Yes,' enter the amount of any tax incurred by organization managers under section 4912		
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?		
Part III-A To be completed by all organizations exempt under section 501(c)(4), section 501(c)(6). See the instructions for Schedule C for details.	on 501(c)(5)	, or section
		Yes No
1 Were substantially all (90% or more) dues received nondeductible by members?		1 X
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?		2 X
3 Did the organization agree to carryover lobbying and political expenditures from the prior year?		3 X
Part III-B To be completed by all organizations exempt under section 501(c)(4), section 501(c)(6) if BOTH Part III-A, questions 1 and 2 are answered 'No' OR if Part answered 'Yes.' See Schedule C Instructions for details.	on 501(c)(5) III-A, questic	, or section on 3 is
1 Dues, assessments and similar amounts from members	1	57,830.
2 Section 162(e) non-deductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year	2a	3,475.
b Carryover from last year	2b	-3,740.
c Total	2c	-265.
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	5,783.
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political descriptions are approximately approxima	ical	•
expenditure next year? 5. Tayable expenditure and political expenditures (line 2e total minus 3 and 4).	5	0.
5 Taxable amount of lobbying and political expenditures (line 2c total minus 3 and 4) Part IV Supplemental Information	5	0.

Also, complete this part for any additional morniation

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ochedule C (r	OUIL 330 OL 330-FT) 5009 MATINE GROCERS ASSOCIATION	01-0103097 Page 4
Part IV	Supplemental Information (continued)	
		
		
		
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_ .		
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SCHEDULE G (Form 990 or 990-EZ)

Supplemental Information Regarding Fundraising or Gaming Activities

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

► Must be completed by organizations that answer 'Yes' to Form 990, Part IV, lines 17, 18, or 19, and by organizations that enter more than \$15,000 on Form 990-EZ, line 6a.

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lame of the	e organization			_		Employer id	lentification number		
MAINE	AINE GROCERS ASSOCIATION 01-0165097								
Part I	Fundraising Activities.	Complete if	the orga	nızatıon	answered 'Yes' to	Form 990, Par	t IV, line 17.		
1 Inc	1 Indicate whether the organization raised funds through any of the following activities. Check all that apply								
	Mail solicitations				Solicitation of non-	government grant	s		
Γ	Email solicitations				Solicitation of gove	rnment grants			
Γ	Phone solicitations				Special fundraising	events			
	In-person solicitations								
3 n D:	d the example the bound written of		مم طائييا الم		al (maliculum afficació de		un lumi.		
Za Di en	d the organization have written o oployees listed in Form 990, Par	t VII) or entity i	ını wıtır arı ın connect	ion with p	ai (including officers, di rofessional fundraising	rectors, trustees o services?	Yes No		
b if	Yes,' list the ten highest paid in mpensated at least \$5,000 by the	dividuals or ent	ities (fund	raisers) p	ursuant to agreements	under which the fi			
			<u> </u>			(v) Amount paid	d to		
	(i) Name of individual or entity (fundraiser)	(ii) Activity	have custoo	fundraiser ly or control ibutions?	(iv) Gross receipts from activity	(or retained by fundraiser listed col (i)	y) (vi) Amount paid to		
			Yes			001 (1)	Organization		
			ies	No					
_									
			<u> </u>			-			
						<u></u>			
		<u> </u>							
To	tal			<u> </u>					
3 Lis	t all states in which the organiza licensing	ation is register	ed or licer	nsed to so	licit funds or has been i	notified it is exemp	ot from registration		
									
	- 					-			
_									
		- 		-					
			-						
									
		-							
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		-							
		- -	- -						

r ai		reported more than \$15,000 on F	form 990-EZ, line 6	iswered Tes 10 Te Sa. List events with	gross receipts grea	ater than \$5,000	١.
			(a) Event #1 SPRING ISSUES (event type)	(b) Event #2 GOLF TOURNAMEN (event type)	(c) Other Events	(d) Total Events (Add col (a) throu col (c))	
EE>EZDE	1	Gross receipts	16,500.	12,715.		29,21	5.
E	2	Less Charitable contributions					
	3	Gross revenue (line 1 minus line 2)	16,500.	12,715.		29,21	<u>5.</u>
,	4	Cash prizes.				!	
D-RECT	5	Non-cash prizes					
	6	Rent/facility costs			<u>-</u>		
EXPENSES	7	Other direct expenses	2,004.	8,544.		10,54	8.
S		Direct expense summary. Add lines 4- th			•	10,54	
Par		Net income summary Combine lines 3 a Gaming. Complete if the organization		s' to Form 990 Par	t IV line 19 or rei	18,66	
		\$15,000 on Form 990-EZ, line 6a	:				<u>'</u>
RE>ESDE			(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (Add col (a) throu- col (c))	gh
N E	1	Gross revenue					
_	2	Cash prizes.					
DIRECT	3	Non-cash prizes					
C S T E S	4	Rent/facility costs					
	5	Other direct expenses					
	6	Volunteer labor	Yes%	Yes%	Yes%		
	7	Direct expense summary Add lines 2 thr	ough 5 in column (d)		•		
	8	Net gaming income summary Combine I	ines 1 and 7 in column	(d)	•		
•				_		YES N	10
	ls t	er the state(s) in which the organization op ne organization licensed to operate gaming lo,' Explain				9a	
					. 		1
		e any of the organization's gaming license es, Explain	s revoked, suspended	or terminated during the	tax year?	10a	
							لہ۔ ۔
11		s the organization operate gaming activities or control of the organization a granter, beneficiary or tri		mher of a partnership of	r other entity formed to	11	
12	adn	ne organization a grantor, beneficiary or truninister charitable gaming?		a partnership of	other entity formed to	12	

			YES	NO
13 Indicate the percentage of gaming activity operated in:				
a The organization's facility	13a %			
b An outside facility	13b %			
14 Provide the name and address of the person who prepares the organization's gaming/special ev	ents books and records			. 1
Name •				
Address· •				
15a Does the organization have a contact with a third party from whom the organization receives ga	ming revenue?	15a		
b If 'Yes,' enter the amount of gaming revenue received by the organization \$		134		
of gaming revenue retained by the third party \$	and the amount			
c If 'Yes,' enter name and address:		ł		
Cil Tes, enter hame and address.				
Name				
Tunic				
Address ►				Ì
16 Gaming manager information				
Name •				
		-		
Gaming manager compensation ► \$				į
				i
Description of services provided				
Director/officer Employee Independent contractor				
17 Mandatory distributions				
				1
a Is the organization required under state law to make charitable distributions from the gaming prostate gaming license?	oceeds to retain the	17a		J
b Enter the amount of distributions required under state law distributed to other exempt organizati	ons or spent in the	', a		
organization's own exempt activities during the tax year >\$	one or opone in the			i
BAA TEEA3703L 07/18/08	Schedule G (Form 990	or 99	0-EZ)	2008

01-0165097

Page 3

Schedule G (Form 990 or 990-EZ) 2008 MAINE GROCERS ASSOCIATION

2008	FEDERAL STATEMEN	TS	PAGE 1
	MAINE GROCERS ASSOCIATION	ON	01-0165097
STATEMENT 1 FORM 990-EZ, PART I, LINE 8 OTHER REVENUE WEBSITE REFERRAL PROGRAMS DIRECTORY ADV INCOME		TOTAL	\$ 6,000. 5,143. 10,833. \$ 21,976.
STATEMENT 2 FORM 990-EZ, PART I, LINE 10 GRANTS AND SIMILAR AMOUNTS CLASS OF ACTIVITY: DONEE'S NAME: CASH AMOUNT GIVEN:	PAID COLLEGE FIVE PEOPLE		\$ 5,000.
STATEMENT 3 FORM 990-EZ, PART I, LINE 16 OTHER EXPENSES BANK CHARGES CONFERENCES, CONVENTIONS, AND DIRECTORY DUES & SUBSCRIPTIONS LIABILITY INSURANCE MANAGEMENT FEE MISCELLANEOUS OFFICE EXPENSES TELEPHONE	ND MEETINGS	TOTAL	\$ 308. 25,174. 9,293. 759. 5,152. 55,334. 1,719. 253. 1,385. \$ 99,377.
STATEMENT 4 FORM 990-EZ, PART II, LINE 24 OTHER ASSETS ACCOUNTS RECEIVABLE PREPAID EXPENSES AND DEFERRE	ED CHARGES	BEGINNING \$ 2,840. 10,041. TOTAL \$ 12,881.	. \$ 21,530. 2,895.
STATEMENT 5 FORM 990-EZ, PART II, LINE 26 TOTAL LIABILITIES			
ACCOUNTS PAYABLE AND ACCRUED DEFERRED REVENUE) EXPENSES	### BEGINNING \$ 15,717. 24,255. TOTAL \$ 39,972.	\$ 17,466. 11,910.

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FEDERAL STATEMENTS

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MAINE GROCERS ASSOCIATION

01-0165097

STATEMENT 6 FORM 990-EZ, PART IV LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
DAREN HACHEY	DIRECTOR 0	\$ 0.	\$ 0.	\$ 0.
MISTER MARKET,	Ū			
CRAIG PARADIS	DIRECTOR 0	0.	0.	0.
PARADIS FAMILY SHOP N',	U			
W. SCOTT CARLIN	DIRECTOR 0	0.	0.	0.
WSC, INC.,	U			
DANA EDWARDS	DIRECTOR	0.	0.	0.
EDWARDS FAMILY SHOP 'N,	0			
KEITH CANNING	DIRECTOR	0.	0.	0.
PINE STATE TRADING CO.,	0			
KIM MURPHY	DIRECTOR	0.	0.	0.
TRENTON MARKETPLACE,	0			
STEVE PATT	DIRECTOR	0.	0.	0.
C&S WHOLESALE GROCER,	0			
BILL BOUTIN	DIRECTOR	0.	0.	0.
COCA COLA BOTTLING,	0			
KIM BRACKETT	DIRECTOR	0.	0.	0.
BRACKETT'S MARKET,	0			
CATHY CALLAHAN	DIRECTOR	0.	0.	0.
ASSOC. GROCERS OF ME,	0			
BARBARA DAVIDSON	PRESIDENT	0.	0.	0.
CARVER'S HARBOR MARKET,	0			
MARK DAVIS	DIRECTOR	0.	0.	0.
PEPSI BOTTLING,	0			

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FEDERAL STATEMENTS

PAGE 3

MAINE GROCERS ASSOCIATION

01-0165097

STATEMENT 6 (CONTINUED) FORM 990-EZ, PART IV LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	 COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
JOHN ECONOMY	DIRECTOR 0	\$ 0.	\$ 0.	\$ 0.
GARELICK FARMS,	Ū			
GREG RAND	DIRECTOR 0	0.	0.	0.
OAKHURST DAIRY,	U			
SANFORD GOODWIN	DIRECTOR 0	0.	0.	0.
DICK'S MARKET,	U			
ROBERT WENTWORTH	DIRECTOR 0	0.	0.	0.
RANGELEY IGA,	U			
LEO OUELLETTE	TREASURER	0.	0.	0.
SHAW'S SUPERMARKETS,	0			
TROY PLUMMER	1ST VP	0.	0.	0.
P.W. PLUMMER & SONS,	0			
JIM RINES	DIRECTOR	0.	0.	0.
U.S. SMOKELESS TOBACCO,	0			
STEVE CULVER	2ND VP	0.	0.	0.
HANNAFORD BROS,	0			
SEAN THOMAS	DIRECTOR	0.	0.	0.
PHILIP MORRIS MGT.,	0			
MARY-JO TOZIER	DIRECTOR	0.	0.	0.
TOZIER'S MARKET,	0			
DAN BROCK	DIRECTOR	0.	0.	0.
BOZZUTO'S,	0			
MIKE VIOLETTE	DIRECTOR	0.	0.	0.
AG OF NEW ENGLAND,	0			

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FEDERAL STATEMENTS

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MAINE GROCERS ASSOCIATION

01-0165097

STATEMENT 6 (CONTINUED) FORM 990-EZ, PART IV LIST OF OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED	COMPEN- SATION	CONTRI- BUTION TO EBP & DC	EXPENSE ACCOUNT/ OTHER
SHELLEY DOAK	EXECUTIVE DIREC \$	55,000.	\$ 0.	\$ 0.
MAINE TOMORROW, INC.,	40.00			
	TOTAL \$	55,000.	\$ 0.	\$ 0.

MAINE GROCERS ASSOCIATION CORPORATE BY-LAWS AS AMENDED EFFECTIVE OCTOBER 10, 2008

ARTICLE I

The name of this association shall be the Maine Grocers Association (the "Association").

ARTICLE II Section 1.

The objects of the Association are to maintain a high standard of integrity and efficiency in the conduct of the retail food business, to foster and promote the welfare of such business and to disseminate useful information in the best interest of good retailers and the public, and to do any and all things necessary, suitable and proper for the accomplishment of the purposes herein set forth and for the social, educational, literary and scientific advancement of its membership. The Association has been organized and shall be operated as a "business league" within the meaning of §501(c)(6) of the Internal Revenue Code of 1986 as that Code may be amended from time to time. As such, it has not been organized for profit and no part of its net earnings shall inure to the benefit of its Members or any private individual; provided, however, that nothing herein shall be construed to prevent it from providing reasonable compensation to those furnishing goods or services to it or on its behalf. In furtherance of the aforementioned purposes, the purposes for which the Association is organized and shall exist shall include all purposes not inconsistent with the foregoing permitted by law that are not otherwise limited by the Articles of Incorporation or by the Bylaws, including, but not by way of limitation, the promotion of the common business interests of its Members.

Section 2.

The Association is not organized for profit and no profit from its operation shall at any time inure to the benefit of any member or individual.

Section 3.

The Association shall become a member of the National Grocers Association and shall remit dues as may be properly assessed annually. This Association shall participate in the exchange of trade services with the Food Marketing Institute and the National Association of Convenience Stores.

ARTICLE III Section 1.

Regular membership in the Association shall be persons, firms or associations with established places of business, engaged in the retail selling of foods and other such commodities as are usually sold in retail food stores. Annual dues shall be determined by the Board of Directors, payable in advance for one year on acceptance of application. The Board of Directors shall have

final approval in acceptance of new members. Regular Members representing one or more stores under central ownership shall have one vote.

Section 2.

Manufacturers, Wholesalers, Brokers and others connected with the food industry, who are desirous of receiving the services of the Association, may be admitted as Associate Members on payment of annual dues as shall be determined by the Board of Directors. Associate Members shall have voting privileges.

Section 3.

Regular and Associate Members shall be entitled to one vote on any matter submitted to the Members of the Association for approval. These voting rights include:

- A. The election of Directors;
- B. The removal of Directors;
- C. The change of the number of Directors constituting the Board of Directors within the limitations prescribed herein;
- D. The amendment, restatement or modification of the Articles of Incorporation or Bylaws of the Association by two-thirds' vote comprised of both the Regular and Associate Members; and
- E. Any other matter that the Directors submit to the Members for approval.

ARTICLE IV

There shall be an annual meeting or convention of the Association, held at a time ordered by the Board of Directors, for receiving annual reports of the officers, for election of members to the Board of Directors, for discussing subjects of timely interest to the membership and for the transaction of other business. Each Regular and Associate Member present at such meeting or convention and in good standing shall have one vote. Roberts Rules of Order shall govern all debates, when not in conflict with these by-laws.

ARTICLE V Section 1.

There shall be at least 3 and no more than 36 directors on the Board of Directors. The Board of Directors shall consist of up to 21 individuals who are or represent Regular Members (as defined in Article III, Section 1), six of whom shall be elected by the Members each year and shall serve a term of three years and one of whom shall be the Immediate Past President of the Association who shall serve for a term of only one year. If a Director has 4 or more absences from regular meetings within a year, it will be reviewed by the Executive Committee. In the event of an absence, a Director may invite another individual to attend in his/or her absence, but such individual shall not vote or be counted towards the quorum.

Section 2.

In addition, the Board of Directors may consist of up to 15 individuals who are Associate Members (as defined in Article III, Section 2) to be elected for a three year term. Associate Directors may be elected following the election of officers at the Board of Directors meeting immediately following the annual meeting. Associate Directors may vote at Directors meetings. If an Associate Director has 4 or more absences from regular meetings within a year, it will be reviewed by the Executive Committee. In the event of an absence, a Director may invite another individual to attend in his/or her absence, but such individual shall not vote or be counted towards the quorum.

Section 3.

The President of the Association shall appoint a Nominating Committee consisting of 3 Regular Members of the Association in good standing at least sixty (60) days prior to the annual meeting of the association. The Nominating Committee shall nominate from the Regular and Associate Members of the Association, as the case may be, at least one nominee for each Regular and Associate Member vacancy on the Board. Nominations may also be made from the floor.

The names of individuals nominated shall be read at the annual meeting or convention of the Association at a time designated by the Board of Directors, and the Association shall elect Directors by secret ballot. A plurality of all votes cast shall be necessary for election.

Section 4.

A vacancy in any office of the Association shall be filled by the Board of Directors electing a person from the regular membership of the Association, who shall serve out the unexpired term of the person resigning or vacating an office.

Section 5.

Quorum, Voting and Manner of Acting

- (a) In the case of a meeting of the Directors, eleven (11) of the Directors that have been elected (or otherwise appointed) and qualified then in office shall constitute a quorum, present either physically or electronically, for the transaction of business at any meeting. If less than a quorum is present, then a majority of the Directors present may adjourn the meeting.
- (b) The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by the Articles of Incorporation, these Corporate Bylaws, or any provision of law.
- (c) Each Director who is present shall have one vote on each matter submitted to a vote at any meeting. Voting by proxy shall not be permitted.
- (d) If all the Directors sign a written consent specifying any action desired to be taken by the association, such action shall be a valid corporate action as though it had been authorized at a meeting of the Board and the secretary shall file such consent with the minutes of the

meeting of the Board to be read at the ensuing regular meeting. A consent may be executed in counterpart originals as long as all counterparts are maintained in the corporate record book by the Secretary.

ARTICLE VI Section 1.

The Officers of the Association shall be President, First Vice President, Second Vice President, Treasurer, and a Secretary. In addition, if so elected by the Directors as set forth in these Bylaws, the Officers of the Association may also consist of a Third Vice President, and such other officers as may be elected from time to time by the Directors.

Section 2.

All Officers, except the Secretary, shall be elected from the Board of Directors (as defined in Article V, Sec. 1 and 2), by the Board of Directors, immediately following the annual meeting. All Officers shall serve without compensation except that the Board of Directors may allow and pay such expenses as is consistent with the services rendered.

Section 3.

If the immediate Past President is not already a member of the Board, that person shall be considered a Board Member for the following year with voting privileges.

ARTICLE VIII Section 1.

The Board of Directors shall have general supervision over all of the affairs of the Association and shall actively further its objects and policies adopted by the annual meeting or convention. The Board of Directors shall meet before each annual convention at the call of the President. Additional meetings may be held at the call of the President, or upon written request of 10 Regular Members of the Board, on seven (7) days' notice. Such rules and regulations may be adopted as are necessary for the proper conduct of the Board's business. There shall be an Executive Committee comprised of the President, First and Second Vice Presidents, the Third Vice President, if one has been elected, the Treasurer, the Secretary, if one has been elected, and the Immediate Past President of the Association, made up from the Regular and Associate members of the Board of Directors. The Board of Directors shall employ an Executive Director to carry on the work of the Association.

Section 2.

The Board of Directors shall have supervision and endorsement power over such objects and policies as Association insurance programs, Workers Compensation Safety Groups and member benefit plans which may be developed for the common benefit of the Association and its membership.

Section 3.

The President shall preside at all meetings of the Board of Directors, the Executive Committee and the Annual Convention. The President shall have the authority and power to appoint from time to time such committees as the Board of Directors may deem necessary.

Section 4.

The Vice President shall perform the duties of the President, in the latter's absence from meetings or in the event of the President's inability to perform the functions of his or her office.

Section 5.

The Executive Director shall receive all money paid to the Association, pay all bills, and accounts against the Association by warrants drawn upon the funds of the association and signed to the Executive Director. The Executive Director shall prepare and submit a monthly financial report to the Treasurer and render an annual account thereof to the Board of Directors.

ARTICLE VIII

The Board of Directors, or when the Board is not in session, the Executive Committee, shall have control and management of the affairs of the Association, with authority to engage and discharge employees and agents of the Association, fix salaries, admit, suspend or expel members, and to do everything necessary and desirable in the conduct of the business of the Association, and in accordance with the Bylaws.

ARTICLE IX Section 1.

A quorum for the annual meeting shall be 20 voting members. Proxy voting may be made provided specific instructions are in writing and by whom the Proxy vote is to be cast.

Section 2.

Upon dissolution of this Association, any and all funds or assets remaining shall, after all claims and accounts are satisfied, be contributed to such organization as the Board of Directors deems advisable.

ARTICLE X

Any Officer or appointee of the Association may be suspended by majority of the Board of Directors for malfeasance or nonfeasance in office, or for conduct unbecoming a representative of the association, or for any other legitimate reason.

ARTICLE XI Section 1.

The Association shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding,

whether civil, criminal, administrative or investigative, by reason of the fact that that person is or was a director or officer of the Association, against expenses, including attorneys' fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by that person in connection with such actions, suits or proceedings; provided that no indemnification may be provided for any person with respect to any matter as to which that person shall have been finally adjudicated:

- A. Not to have acted honestly or in the reasonable belief that that person's action was in or not opposed to the best interests of the Association; or
- B. With respect to any criminal action or proceeding, to have had reasonable cause to believe that that person's conduct was unlawful.

The termination of any action, suit or proceeding by judgment, order or conviction adverse to that person, or by settlement or plea of nolo contendere or its equivalent, shall not of itself create a presumption that that person did not act honestly or in the reasonable belief that that person's action was in or not opposed to the best interests of the association or, in the case of a person serving as a fiduciary of an employee benefit plan or trust, in or not opposed to the best interest of that plan or trust or its participants or beneficiaries and, with respect to any criminal action or proceeding, had reasonable cause to believe that that person's conduct was unlawful.

Section 2.

Notwithstanding any provision of Section 1, the Association shall not have the power to indemnify any person with respect to any claim, issue or matter asserted by or in the right of the Association as to which that person is finally adjudicated to be liable to the Association unless the court in which the action, suit or proceeding was brought shall determine that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for such amounts as the court shall deem reasonable.

Section 3.

Any provision of Sections 1, 2 or 4 of this Article to the contrary notwithstanding, to the extent that a director or officer of an Association has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 1 or 2, or in defense of any claim, issue or matter therein, that director or officer shall be indemnified against expenses, including attorneys' fees actually and reasonably incurred, by that director or officer, in connection therewith. The right to indemnification granted by Section 3 may be enforced by a separate action against the association, if an order for indemnification is not entered by a court in the action, suit or proceeding wherein that director or officer was successful on the merits or otherwise.

Section 4.

Any indemnification under Section 1, unless ordered by a court, shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the director or officer is proper in the circumstances and in the best interests of the Association. That determination shall be made by the Board of Directors by a majority vote of a quorum

consisting of Directors who were not parties to that action, suit or proceeding, or if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion. Such a determination once made may not be revoked and, upon the making of that determination, the director or officer may enforce the indemnification against the association by a separate action notwithstanding any attempted or actual subsequent action by the Board of Directors.

Section 5.

Expenses incurred in defending a civil, criminal, administrative or investigative action, suit or proceeding may be authorized and paid by the Association in advance of the final disposition of that action, suit or proceeding upon a determination made in accordance with the procedure established in Section 4 that, based solely on the facts then known to those making the determination and without further investigation, the person seeking indemnification satisfied the standard of conduct prescribed by Section 1. Those persons making such determination may, in their discretion, require such person to provide the following to the Association:

- A. A written undertaking by or on behalf of the officer or director to repay that amount if that person is finally adjudicated:
 - (1) Not to have acted honestly or in the reasonable belief that the person's action was in or not opposed to the best interests of the Association;
 - (2) With respect to any criminal action or proceeding, to have had reasonable cause to believe that the person's conduct was unlawful; or
 - (3) With respect to any claim, issue or matter asserted in any action, suit or proceeding brought by or in the right of the Association, to be liable to the Association, unless the court in which that action, suit or proceeding was brought permits indemnification in accordance with Section 3; and
- B. A written affirmation by the officer or director that the person has met the standard of conduct necessary for indemnification by the Association as authorized in this section. The undertaking required by Paragraph A shall be an unlimited general obligation of the person seeking the advance, but need not be secured and may be accepted without reference to financial ability to make the repayment.

Section 6.

The indemnification and entitlement to advances of expenses provided by this Article shall continue as to a person who has ceased to be a director or officer, trustee, partner or fiduciary and shall inure to the benefit of the heirs, executors and administrators of such a person. A right to indemnification may be enforced by a separate action against the Association, if an order of indemnification has not been entered by a court in any action, suit or proceeding in respect to which indemnification is sought.

Section 7.

The Association shall have power to purchase and maintain insurance on behalf of any person who is or was a director or officer of the Association against any liability asserted against that person and incurred by that person in any such capacity, or arising out of that person's status as such, whether or not the Association would have the power to indemnify that person against such liability under this Article.

ARTICLE XII

Amendments of these Corporate Bylaws must be submitted in writing and filed in the office of the Association at least fourteen (14) days prior to the annual meeting or convention unless unanimous consent of the convention is given. Amendments must be submitted to the convention as the regular course of the business, and adopted by a two-thirds vote of the Members present and voting.

ARTICLE XIII

These Corporate Bylaws shall become effective upon their ratification and adoption.

Adopted at the Fall Conference on October 10, 2008, as amended

Attest.

Barbara Davidson, President Board of Directors

Form 8868

Department of the Treasury Internal Revenue Service

Application for Extension of Time To File an Exempt Organization Return

► File a separate application for each return.

OMB No 1545-1709

Form 8868 (Rev 4-2008)

If you ar	e filing for an Automatic 3-Mont	h Extension, complete only Part I and check th	nis box	► [X]
• If you ar	e filing for an Additional (Not Ai	itomatic) 3-Month Extension, complete only Pa	art II (on page 2 of the	s form)
Do not com	<i>plete Part II unless</i> you have alre	eady been granted an automatic 3-month exten	sion on a previously f	led Form 8868
Part I	Automatic 3-Month Exten	sion of Time. Only submit original (no	copies needed)	
		•	•	
•	•	d requesting an automatic 6-month extension -		·
All other cor income tax i		s), partnerships, REMICS, and trusts must use	Form 7004 to request	an extension of time to file
the additional Form 990-T	iling (e-file). Generally, you can d below (6 months for a corpora al (not automatic) 3-month exten Instead, you must submit the fu sit www.irs.gov/efile and click on	electronically file Form 8868 if you want a 3-mo tion required to file Form 990-1) However, you sion or (2) you file Forms 990-BL, 6069, or 887 illy completed and signed page 2 (Part II) of Fo e-file for Charities & Nonprofits	onth automatic extens cannot file Form 8869 0, group returns, or a irm 8868 For more de	on of time to file one of the B electronically if (1) you want composite or consolidated tails on the electronic filing of
	Name of Exempt Organization			Employer identification number
Type or				
print	MAINE GROCERS ASSOC	IATION		01-0165097
File by the	Number, street, and room or suite number			02 020003.
due date for filing your return See	P O BOX 190			
return See instructions		ode For a foreign address, see instructions		
	HALLOWELL, ME 04347			
Charlebra			 	
'	of return to be filed (file a separ		☐ Form 472	6
X Form 99		Form 990-T (corporation)	⊢	
Form 99	·	Form 990-T (section 401(a) or 408(a) trust)	—	
Form 99		Form 990-T (trust other than above)	Form 606	
Form 99	0.PF	Form 1041-A	Form 887	0
Telephon If the org If this is	ne No ► (207) 622-4461 ganization does not have an office for a Group Return, enter the or	FAX No Fa	er (GEN)lf	
	nsion will cover			
		on this for a corporation required to file Form 990-	T) extension of time	
		e the exempt organization return for the organization		
	tension is for the organization's			
	calendar year 20 08 or			
		, 20, and ending	20	
	=	_		
2 If this	tax year is for less than 12 mont	hs, check reason Initial return F	inal return C	hange in accounting period
	application is for Form 990-BL, 9 undable credits. See instructions	990-PF, 990-T, 4720, or 6069, enter the tentative	e tax, less any	3a \$ 0
b If this made	application is for Form 990-PF o Include any prior year overpaym	r 990-T, enter any refundable credits and estim ent allowed as a credit	ated tax payments	зь \$ 0
deposi	ce Due. Subtract line 3b from line it with FTD coupon or, if required structions	e 3a Include your payment with this form, or, if I, by using EFTPS (Electronic Federal Tax Payr	required, ment System)	3c \$ 0.
		are fined withdrawal with this Earn 0000 Er	orm 9452.EO and Far	
Caution. If y payment ins		nic fund withdrawal with this Form 8868, see Fo	OHII 8453-EU and For	11 00/3,50 101

BAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.