



## EXHIBITOR REGISTRATION FORM

*(Must be completed by all exhibitors.)*

### Full-Day Table Exhibits: \$150 for Chamber Members / \$250 for Not-Yet Members

*Each exhibitor registration includes: 2(two) Tickets for Coffee & Donut Networking Hour, 2 (two) Tickets to Networking Luncheon, and unlimited attendees during career fair sessions, 1 (one) 8-foot table and 2 (two) chairs.*

Business \_\_\_\_\_/Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Facebook page? \_\_\_\_ Yes \_\_\_\_ No *(Don't forget to Like the Chamber FB page and help us to promote this event!)*

#### PLEASE PROVIDE ATTENDEE NAMES FOR THE FOLLOWING PORTIONS OF THE EVENT:

Two Comp. attendees per table for Coffee & Donuts : 1. \_\_\_\_\_ 2. \_\_\_\_\_

(Additional - \$10 each) 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Two Comp. attendees for the Networking Luncheon 1. \_\_\_\_\_ 2. \_\_\_\_\_

(Additional \$25 each) 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Attendees for Career Fair and/or Job Fair Sessions (no charge for those who do not attend meal sessions) :

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Additional Display Needs:** Tables (one 8' table comp, additional tables \$15 ea. – 8' or 6' tables available to rent.) \_\_\_\_\_

Tablecloths (none provided, rent tablecloths for \$12 ea. if needed) \_\_\_\_\_

Chairs (2 comp, additional chairs are \$5 ea.) \_\_\_\_\_

Do you need electricity? (no charge, but impacts table placement) \_\_\_\_\_

#### CALCULATE YOUR TOTAL COSTS:

Exhibitor Registration: \$150 for Chamber Members; \$250 for Not-Yet Members (free if you are a sponsor) \$ \_\_\_\_\_

Additional Charges (extra tables, tablecloth, chairs, etc. from above list) \$ \_\_\_\_\_

Show Total (Balance Due by September 9<sup>th</sup>) \$ \_\_\_\_\_

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

Table Placement Preferences – let us know if you have any specific requests for table assignments.

\*Note: Due to increased interest in the show, location preference is not guaranteed, but every effort will be made to accommodate.

**Note: All exhibits must be maintained in complete and orderly form from the opening of the event to the closing of the show (9:30-4:00) and must be adequately staffed for all hours open to students or the business public. 9:30-11am, 1-4pm.**

# **2023 BUSINESS COMMUNITY SHOWCASE TERMS & CONDITIONS**

- 1. Space Agreement:** Management may assign space based on the nature of the company and products to be displayed as well as the amount of space available in the effort to promote and develop the most professional and balanced show. Show management reserves the right to refuse space because of unethical or illegal business practices.
- 2. Subletting of Space:** No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to them, nor exhibit therein any other goods, apparatus, service, advertising signs, etc. than those manufactured or sold by the exhibitor in the regular course of his business. Violations of this rule shall be cause for eviction without refund.
- 3. Installations of exhibits:** Set up will be Wed, April 6<sup>th</sup> from 1PM - 5PM and Thurs. April 7<sup>th</sup> 7:30 AM to 9:15 AM. (All installations must be completed by 9:30 AM for student arrivals.)
- 4. Dismantling:** Booths **MUST BE** dismantled immediately following the closing of the show hours Friday 4-6 PM.
- 5. Relocation of Exhibits:** Management reserves the right to alter the location of exhibitors or of booths as shown on the official floor plan if deemed in the best interest of the exposition. Management shall have the further right to prohibit, prevent, and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of management is unsuitable or inappropriate for the exhibition or purposed of such exhibition; and such right shall exceed, but shall not be limited to, all equipment, materials, displays, installation and other items consulting part of or used in connection with any such exhibit.
- 6. Arrangement of Display:** Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. It is suggested that exhibitors having large or bulky exhibits REQUEST wall space. Any display materials exposing an unfinished surface to neighboring booths must be finished at the exhibitor's expense.
- 7. Signs:** No signs or banners are to be placed outside of the exhibit space assigned to the exhibitor. Any exhibitors displaying signs, which are or look amateurish or unprofessional and detract from the integrity of the show may be required to remove such signs or pay a banner fee of \$150 at the discretion of the show management.
- 8. Sound Control:** Loud speakers, radios, television sets, and/or the operation of any type of product, machinery, equipment which is of sufficient volume as to be annoying or hazardous to the neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of your booth is not permitted.
- 9. Electrical Needs:** Every booth will have access to one standard 110 VAC electrical outlet if indicated on registration form. Exhibitor must supply their own electrical cords.
- 10. Flammable Materials:** All materials used in the exhibit hall must conform to the fire regulation of the local fire department. All packing paper, excelsior and wrapping materials are to be removed from the floor and must not be stored under the tables or behind displays. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense.
- 11. Care of building and exhibits:** Exhibitors will be responsible for any damages done to the building by themselves, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork, and the floor in the building must not be defaced or altered in any manner. Tacking, taping or nailing of signs, banners, etc. to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. Exhibitors using unauthorized tape or demo materials will be charged for restoration or removal from damaged surfaces.
- 12. Liability:** It is expressly agreed that the Management will not be liable to the Exhibitor, or their employees, to their guests, or the their agents, for any damage loss or injury from fire, water, storm, electricity, smoke, theft, labor dispute, civic commotions, or threats thereof, or acts of the other exhibitors. In the event the management is compelled to take charge of any property of an exhibitor, it will do so only at the exhibitor's own risk. However, the Show Management cannot be held responsible for exhibitor's property, whether located at his exhibit or anywhere else on the show location. Small and especially valuable materials should be safely packed away by the exhibitor during hours when his exhibit is not staffed. If the exhibitor feels that he needs additional protection to cover the hazards involved in the preceding paragraph, the exhibitor should take out their own insurance.
- 13 Rights of Management if event is not held:** Management shall not be held liable for any damages or expense incurred by exhibitors in the event the show is delayed, interrupted, or not held as scheduled, for any reason beyond the control of the Management.
- 14. Cancellation of Contract:** If this agreement is cancelled by exhibitor for any reason, or by Management because of exhibitor's default or violation of this agreement, monies paid to Management by exhibitor shall be retained as follows: If cancellation occurs within 30 days of the show, the entire rental paid to date by the exhibitor shall be retained by Management. The retained rental shall be liquidated damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for exhibitor's withdrawal including re-letting the space. All cancellations must be in writing.
- 15. Staffing:** All exhibits must be maintained in complete and orderly form from the opening to the closing of the show and must be adequately staffed all the hours the show is open. Exhibits may not be dismantled until the close of Wednesday's show at 3:00 PM.
- 16. Sales:** Transfer of goods and exchange of money is permitted on the show floor. Exhibitors may also sign contracts for purchases.
- 17. Liability Insurance:** Exhibitors are required to provide a Certificate or Liability insurance naming the Bedford County Chamber of Commerce as a covered party. **WE MUST HAVE THIS document no later than one week before the show.** (Most insurance companies will fax directly to the Chamber (814-623-6089) if exhibitor requests them to do so.)

I HAVE READ AND AGREE TO THESE TERMS.

Exhibitor (Company Name)\_\_\_\_\_

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