



Charlevoix Area Chamber of Commerce 2016 Business Expo Contract

We agree to participate in the **Charlevoix Area Chamber of Commerce 2016 Business Expo & Taste of Charlevoix on Wednesday, March 16, 2016, from 4-7pm at Castle Farms.** We agree to exhibit under and comply with the Rules and Regulations governing the show, which is part of this contract.

Rules and Regulations

- 1 **Contract for Space:** This application for exhibit space, together with the Rules and Regulations constitutes a contract for the right to exhibit at the Charlevoix Area Chamber of Commerce 2016 Business Expo and Taste of Charlevoix. The exhibitor also agrees to comply with the rules and regulations of Castle Farms.
- 2 **Membership:** Your membership with the Charlevoix Area Chamber of Commerce must be current prior to registering. If your membership becomes delinquent, you will lose your 2016 Business Expo booth space.
- 3 **Booth Space:** Each Booth Space is 10' x 8' and includes the following:
 - *One (1) 8' Long Table *Two (2) White Table Cloths *Two (2) Folding Chairs *One (1) Waste Receptacle *Electricity
 - *Booth Space will be assigned on a first-come, first-serve basis with signed and paid contract. The Chamber will do its best to assign Exhibitors their requested booth space.
 - *The Charlevoix Area Chamber of Commerce reserves the right to assign or reassign exhibit space as deemed appropriate, for any reason, to the best interest of the show and to prohibit any exhibit deemed inappropriate.
- 4 **Payment: Booth Spaces are \$200 each.** Payment for the Booth Space is due at the time the contract is received by the Charlevoix Area Chamber of Commerce. Booth Space will not be assigned without payment in full.
- 5 **Use of Booth Space:** All displays and booth contents shall be confined to your designated booth area. No exhibit may obstruct or hinder the exhibitor's view of attendees or other exhibitors. Aisle space may not be used for exhibit purposes or signage.
 - *Exhibitors shall not obstruct the view of or access to fire safety equipment or exits relative to fire code.
 - *In constructing and operating its exhibit, the Exhibitor shall not post, tack, nail, screw, or otherwise attach an item to any columns, walls, floors, or any other part of the building or furniture which are rented or leased from the Chamber or Castle Farms. Any damage to the Castle Farms facility by the Exhibitor or their employees or agents must be paid for by the Exhibitor causing such damage.
 - *Exhibitors shall not use any open flame, butane gas, oxygen tanks or similar items without receiving prior consent from the Chamber. Exhibitor shall not under any circumstances, use propane or helium tanks.
 - *Exhibitor shall not throw trash or any other material in the aisle space or on the floor or otherwise take any action which detracts from the appearance of the exhibits or the Expo, or which will endanger or inconvenience Expo attendees or other Exhibitors.
 - *The Charlevoix Area Chamber of Commerce reserves the right to limit, alter or modify any exhibit that does not comply with the overall quality of the show. This reservation regards persons, things, conduct, printed material, catalogs, etc. Reasonable operation of any sound, video or other communication device will be permitted.
 - *Exhibitors are **NOT** allowed to sell, provide, or distribute in any way, alcohol to attendees and/or other Exhibitors.
- 6 **Subletting Booth Space:** No exhibitor shall assign, sublet, or apportion the whole or any portion of their allotted Booth Space, nor any exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.

- 7 **Exhibit Booth Set-Up and Tear Down:** Exhibitors may start **set up at 9:00am on Wednesday, March 16, 2016**. Exhibitor set up must be **complete by 3:00pm on Wednesday, March 16, 2016**.
*Exhibitors shall immediately close and remove its exhibit and **vacate Castle Farms by 9:00pm on Wednesday, March 16, 2016**, unless prior arrangements have been made with Castle Farms.
- 8 **Exhibit Hours:** The 2016 Business Expo & Taste of Charlevoix will be **open to the public from 4-7pm on Wednesday, March 16, 2016**.
*Exhibitor shall operate its exhibit at all times during the hours the Expo is open.
*Exhibitor shall not remove its exhibit, or any part thereof, prior to 7:00pm on Wednesday, March 16, 2016, without receiving consent from the Chamber. Removal of any portion of the exhibitor's booth before 7:00pm on Wednesday, March 16, 2016, will forfeit their registration for the 2017 Business Expo.
- 9 **Media Deadline:** To be included in promotional materials, the Exhibitor's contract and payment must be received by **Monday, February 15, 2016**.
- 10 **Insurance:** Exhibitors are advised to obtain insurance at their own expense, against damage or loss of exhibit material and public liability insurance against personal injury of others. The Charlevoix Area Chamber of Commerce will not be responsible for any personal injury or damage by loss of fire, theft, malicious action or accidents to exhibits. The Charlevoix Area Chamber of Commerce is released from any and all liability for damages to any person or goods, resulting from an exhibitor's participation in this event.
- 11 **Indemnification and Release:** Exhibitors will indemnify and hold the Charlevoix Area Chamber of Commerce harmless from all claims and losses against the Charlevoix Area Chamber of Commerce because of injury or damage to person or personal property arising from the exhibitor's participation in the Charlevoix Area Chamber of Commerce 2016 Business Expo & Taste of Charlevoix.
- 12 **Exhibitor Cancellation & Refund Policy:** A written notice of cancellation is required for an exhibitor to cancel its participation prior to the event. In the event the Exhibitor notifies the Chamber of cancellations **on or before 5:00pm on Monday, February 15, 2016**, the Chamber shall refund the Exhibitor the full amount received by the Chamber from the Exhibitor. No refunds will be made after that date.
- 13 **Cancellation of Expo:** If the Charlevoix Area Chamber of Commerce is unable to hold this event due to a physical disaster or any other occurrence beyond its control, the exhibitor expressly absolves the Charlevoix Area Chamber of Commerce of any liability for losses resulting from such an occurrence. The Charlevoix Area Chamber of Commerce will make every effort to reschedule the Expo. In the event we are unable to reschedule, the Exhibitor shall still be responsible for full payment of Booth Space.
- 14 **Decisions and Interpretations:** Decisions and interpretations of the Rules & Regulations shall be made solely by the Charlevoix Area Chamber of Commerce and shall be binding upon all parties. All matters and questions not covered by the Rules & Regulations are subject to the decision of the Charlevoix Area Chamber of Commerce.



2016 BUSINESS EXPO & TASTE OF CHARLEVOIX CONTRACT

*Booth space will be reserved on a first-come, first-served basis with signed and paid contract.

*All Booth Spaces are \$200 each.

*All Booth Spaces include:

*One (1) 8' Long Table

*Two (2) White Table Cloths

*Two (2) Folding Chairs

*One (1) Waste Receptacle

*Electricity (if needed)

*You may pay by cash, check (payable to the Charlevoix Area Chamber of Commerce) or credit card. We accept Visa, Master Card, and Discover.

*Contract and payment must be received by Monday, February 15, 2016 to be included in Expo publicity.

Name of Business (as it should appear in Expo publicity):

Address of Business: _____

Phone Number of Business: _____

Contact Person: _____

Email Address: _____ Cell Phone: _____

Booth Space # First Choice _____ Booth Space # Second Choice _____

Do you need Electricity? _____

Will you be giving away a prize at your booth? _____

(If yes, we encourage all Exhibitors to draw for their prize as 6:30pm)

Reminder: Exhibitors are **NOT** allowed to sell, provide, or distribute in any way, alcohol to attendees and/or other Exhibitors.

Authorized Signature: _____ Date: _____

Please make a copy of this contract for your records

CHAMBER USE ONLY

Date Contract Received _____ Date Payment Received _____

____ Paid: Cash _____ Check _____ Credit Card _____

Booth Number Assigned _____

Notes: _____
