



2016 BOOTH REGISTRATION FORM

Name (please print): _____ Phone: () _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Email: _____

Describe your service/goods booth: _____

Booth Rental (Richmond Area Chamber member) _____ @ \$50

Booth Rental (Non-chamber member) _____ @ \$75

Outside display space (oversized items, i.e. vehicles, boats) _____ (same fee as booth rental)

Electricity: 110 volt only (only 15 booth spaces available) _____ @ \$25

TOTAL AMOUNT: \$ _____

Please make checks payable to: Richmond Area Chamber of Commerce

CONTRACT AGREEMENT

Vendor is responsible to provide any tables, chairs or other items needed for his/her exhibit. Access to the school commons will be granted at 7 a.m the day of the event for set up. All booths and materials must be removed no later than 4 p.m. on the day of the event.

The exhibitor will assume responsibility for his/her own exhibit and agrees to relieve the Richmond Area Chamber of Commerce and the City of Richmond of liability for any damages beyond due care, including claims for loss, damage or injury. The exhibitor is responsible for insurance on his/her merchandise and equipment at his/her own expense. This agreement includes public liability and/or comprehensive general liability.

The exhibitor is solely responsible for selling or promoting his/her items and other conduct of business. The exhibitor is solely responsible for his/her person and property during said exhibit. The exhibitor, if selling merchandise, is responsible for collecting reporting any/all applicable sales tax.

By signing this contract, the exhibitor states they have read and agreed with the terms listed on this form and the 2015 Richmond Area Business Expo exhibitor rules and regulations. The application for entry constitutes an agreement on the part of the exhibitor.

Signature of Exhibitor

Date

Please return this registration form with payment to:

Richmond Area Chamber of Commerce
104 W. North Main St. • Richmond, MO 64085
(816) 776-6916 • Email: cofcommerce@mchsi.com