

Fairfield Chamber Business Showcase – October 5, 2016 Exhibitor Agreement



The undersigned does hereby agree to abide by the rules and regulations of the Business Showcase stated herein and set forth in the future.

Sponsorship
 Regular Booth

- Gold** **\$995.00** (2 booths, includes electric & 4 luncheon tickets)
Silver **\$595.00** (1 booth, includes 2 luncheon tickets)
Bronze **\$350.00** members **\$450.00** non-members

Booth #

(Electricity and luncheon are not included in regular booth cost.)

Electric: *No* *Yes* I need electric at an **additional \$55 charge must be paid before the day of the Showcase.**
Only single, standard 110 sockets can be provided. Extension cords and surge protectors will not be provided. (Gold and Silver Sponsors have electric included.)

Luncheon Tickets @ \$30 each **Number of seats needed** _____ **Total purchase \$** _____

Registration

Company name: (in shortest version) _____
Mailing Address (complete) _____
City _____ **ST** _____ **ZIP** _____ **Phone** _____ **Fax** _____
Contact _____ **e-mail:** _____

AGREEMENT: The undersigned exhibitor or authorized representative agrees to abide by all terms and conditions of the Business Showcase 2016 stated or implied. The undersigned exhibitor agrees to hold harmless all other exhibitors, major sponsors, Receptions Inc., and the Fairfield Chamber of Commerce of any liabilities, damages, losses, personal injuries, etc. Should the exhibit require cancellation without notice due to acts of God, war, natural and unnatural disasters, or any other reason; whether enumerated herein or not, only partial refund (determined by the Fairfield Chamber) may be provided.



All reservations and payments are due by September 10, 2016
All Business Expo payments are non-refundable.
Booths are not reserved without this form on file at the Chamber office.

Authorized Signature _____
 * Signature indicates agreement with choice of booth, conditions of Agreement, and payment

Please make check payable & remit to:
 Fairfield Chamber of Commerce * 670 Wessel Drive * Fairfield, OH 45014
 Fax – 513-881-5503 (Phone: 513-881-5500)

Credit card: _____ Expiration Date: _____

V-code: (3 digits on back of card) _____ Zip Code for this card: _____

Chamber Staff only

Paid: \$ _____
Owes: \$ _____
Check # _____
Date: _____
Charge: \$ _____
Luncheon RSVP
Paid \$ _____
SEATS:

Fairfield Chamber Business Showcase 2016
Event Location: Receptions Banquet Center – 5975 Boymel Dr. – Fairfield 45014

Vendor Information

Please read thoroughly before Showcase



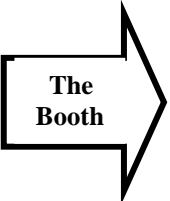
Date: Wednesday, October 5, 2016

Kick-off Luncheon: By advance registration only. Tickets are \$30 each.
11:30 to 1:30

Open to Public: 1:30 to 5:30 only.

Cost the Public: Free

Business After Hours: “A Taste of Fairfield and More” featuring area restaurants and caterers - 4:00 to 5:30.



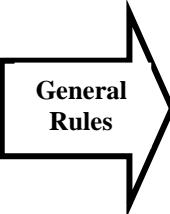
Booth information: 8' x 6' booths with full back draping and 3' side rails. Includes 1 - 6' x 2' linen covered table, 2 chairs and carpeting. Additional tables can be reserved at \$25 each, and payment must be made before the date of the Showcase.

Electricity: Available for an additional \$55 non-refundable charge that must be paid before the date of the Showcase.

Set-up: Wednesday, October 5th, 7:00 a.m. to 11:00 a.m.

After Set-up is Complete: You are required to move your car to the parking area across the street from Receptions. When the lot is full, parking is available at the base of the Receptions' lot.

Teardown: May not begin until the show closes at 5:30 p.m. Exhibitors who close early, without advance notice to the Chamber staff, will not be invited to participate in future shows.



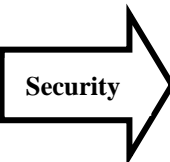
The show will not open until 1:30 p.m., when the luncheon has ended. You will be given ample time to leave the luncheon to get to your booth before 1:30 p.m. Your booth must be staffed throughout the show.

Door prizes: We encourage exhibitors to offer door prizes since they are a great way to collect business cards. Choice and distribution of prizes is the responsibility of the exhibitor. Vendor door prizes will not be announced overhead – not by Receptions, nor by Fairfield Chamber staff. Please make arrangements with your prize winners to pick up their prizes from you.

Please observe established show etiquette. Do not obstruct aisles (per fire code regulations). Please arrange your booth within your allocated space. Contact show organizers for appropriate location if there is to be background sound. Only lightweight signs may be attached to back draping, etc. S-hooks and limited carts will be provided in the lobby.

Show organizers reserve the right to make adjustments in displays if the displays do not meet show guidelines (too large, obstruct views, inhibit visitor passageways are unsafe, too loud, etc.).

Please do not keep carts the entire time you are setting up. Please unload and return the cart to the lobby.



Security and liability: The Fairfield Chamber of Commerce will not be responsible for any loss, damage, injury, or theft that may occur to the exhibitor or to exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by exhibit contract. Exhibitor, upon signing contract, expressly releases the Fairfield Chamber of Commerce from (and agrees to indemnify same against) any and all claims for loss, damage or injury.

Other matters: The Fairfield Chamber of Commerce reserves the right to rule on all matters pertaining to the Business Showcase 2016, whether expressly mentioned or not, and the exhibitor executing the application agrees that all rulings shall be binding upon both the exhibitor and the Fairfield Chamber of Commerce.

Your exhibit items are your responsibility and must be removed by 10:00 p.m. on the same day as the Showcase event - October 5. Neither the Chamber, nor Receptions Conference Center will be responsible for lost, stolen, or forgotten booth (or personal) items.