

Lebanon BUSINESS EXPO

2017 Lebanon Business Expo Registration - Contract

March 25, 2017 – 9:00 AM to 3:00 PM

Priority Sponsor Registration: 1/31 to 2/3

Open Registration: 2/6 to 2/24

All Sponsors qualify for early registration and the opportunity to choose prime booth locations.

Take advantage of this opportunity! **Please register in person at the Lebanon Area Chamber Office.**

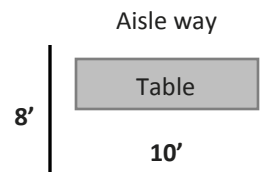
Step 1: Choose Sponsorship level (Choose one below)

- | | |
|--|---|
| <input type="checkbox"/> \$1,000 Diamond Sponsor
Register in person beginning Tues. Jan 31 <ul style="list-style-type: none"> Multiple sponsorships available Special recognition on event program and posters Special signage on booth at event Company Logo on <u>ALL</u> marketing materials Top Mention on the Chamber website | <input type="checkbox"/> \$750 Platinum Sponsor
Register in person beginning Wed. Feb 1 <ul style="list-style-type: none"> Multiple sponsorships available Special recognition on event program and posters Special signage on booth at event Company Logo on <u>MOST</u> marketing materials Large font on the Chamber website |
| <input type="checkbox"/> \$500 Gold Sponsor
Register in person beginning Thurs. Feb 2 <ul style="list-style-type: none"> Multiple sponsorships available Special recognition on event program and posters Special signage on booth at event Large font listings on marketing materials Large font on the Chamber website | <input type="checkbox"/> \$300 Silver Sponsor
Register in person beginning Friday Feb 3 <ul style="list-style-type: none"> Multiple sponsorships available Special recognition on event program and posters Special signage on booth at event Listing on marketing materials Listing on the Chamber website |
| <input type="checkbox"/> No Sponsorship Desired Open registration begins 2/6 | |

Step 2: Select Booth Space ("real time" map at Chamber Office)

- \$200 Exhibitor Booth 10'(W)x 8'(L) booth with electric
- \$150 Exhibitor Booth 10'(W)x 8'(L) booth no electric
- \$75 Non-Profit Booth 10'(W)x 8'(L) booth no electric

*Note that all booths include: pipe and drape, 6 foot table, tablecloth, and 2 chairs.



SAMPLE LAYOUT

Lebanon Business Expo exhibitor space is available ONLY to members of the Lebanon Area Chamber of Commerce in good standing. Each business participating in the Expo must complete the entire contract and submit full payment at the time of registration.

Business Name: _____ Main Contact Name: _____

Phone No.: _____ Mobile No: _____ Email: _____

Contact Name Working the Booth: _____ Mobile No: _____

Please describe your exhibit: _____

Please describe your electrical needs: _____

NOTE: Exhibit booths with electricity will be assigned one outlet and one extension cord; 110-volt service only, no 220.

DOOR PRIZE: As an exhibitor, each business must provide at least one prize worth \$25 or more to be raffled at your booth by your business. The exhibitor is responsible for supplying everything needed for the raffle (i.e. entry forms, pens, etc.). The exhibitor draws a winner(s) at a time of his or her choosing and contacts the winner. Entry forms can be used for business leads after the event. PLEASE NOTE: No coupons or discounts permitted.

Door prize: _____

EXHIBITOR RULES AND REGULATIONS

1. Exhibit ownership: Each booth is rented by and assigned to one business. Exhibitors are not permitted to sublet their booth or share their space with another business owner.
2. Expo Times: The Lebanon Business Expo will be held on **Saturday, March 25, 2017 from 9:00 AM to 3:00 PM at the Lebanon High School**. All Exhibitors shall be present, and operate their booth from 9:00 AM-3:00 PM. This contract specifically prohibits the exhibitor from dismantling or removing items from their exhibit before 3:00 PM.
3. Set-Up Times: Exhibitors are required to set up on **Friday, March 24, 2017 between 4:30 PM – 8:30 PM**. Early arrivals for set up will not be allowed. On Saturday, March 25, doors will open to exhibitors at 8:00 AM for final preparations.
4. Booth Supervision: All booths must be staffed by 9:00 AM and must have at least one person supervising the booth until 3:00 PM. Volunteers will be available throughout the day to give short breaks to solo booth owners.
5. Exhibits must be attractive and non-offensive. Please note the following conditions:
 - a. Direct sales are allowed only within the confines of your booth. No wandering sales.
 - b. Booths with electricity are assigned one socket only. Exhibitors may use one splitter. No power strips allowed.
 - c. Electricity may not be shared with other booths.
 - d. No hand-made signs are allowed. Signage must look professional.
 - e. Displays must be confined to the booth and may not infringe on your neighbors. This includes lighting and audio/visual elements as well.
 - f. All booths and materials must conform to fire code regulations.
 - g. Exhibits may not use water or fire or other materials that could damage flooring.
 - h. No live pets allowed in the building.
6. Lebanon High School regulations must be followed: Exhibitors are guests of Lebanon High School. Please do not bring alcohol, tobacco products, drugs, weapons or any other items deemed unsuitable for a school campus. Gambling is also prohibited on school grounds.
7. End of Event: Expo ends at 3:00 PM. This contract strictly prohibits dismantling booths before 3:00 PM. Please be courteous to the custodial staff and take your materials and supplies with you. **All items must be completely removed by 4:00 PM.** Materials left behind will be discarded.
8. Cancellation by Exhibitor: Exhibitors who cancel their contract on or before March 10, 2017 can receive a full refund. No monies will be refunded for cancellations after March 10. **Please note: Sponsorship dollars are not refundable.**
9. Cancellation by the Chamber: Should the Chamber need to cancel the Expo for any reason beyond its control, such as but not limited to acts of God, fire, tornado, inclement weather and/or act of terrorism, the Chamber will not be held financially liable to the exhibitor.

The Lebanon Area Chamber of Commerce reserves the right to:

1. Remove any exhibit or part thereof that is not suitable for the family-friendly, professional event. No refund will be given.
2. Remove any exhibitor or his representative who is acting in a disruptive, disrespectful manner or not adhering to the rules and regulations.

LIABILITY: The Lebanon Area Chamber of Commerce, its Board of Directors and staff and Lebanon City Schools and its staff and their agents and employees are NOT responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitors employees or property or to any person, prior, during or after the period covered in the exhibitor contract. Each exhibitor expressly indemnifies and holds harmless The Lebanon Area Chamber of Commerce, its Board of Directors and staff and Lebanon City Schools and its staff and their agents and employees from all liabilities, claims, demands, damages or costs for or arising out of the use of the facilities whether it be cause by negligence on the part of the exhibitor or any party listed above.

EXHIBITOR AGREEMENT: I have read and understand the rules and regulations for the 2017 Lebanon Business Expo and agree to comply.

Signature: _____

Date: _____

Print Name: _____

FOR OFFICE USE ONLY

Date Registered: _____

Booth # Requested: _____

Booth # Assigned: _____ Electric

Total Cost: _____

Payment Method:

- Check Number: _____
- Credit Card (processed online)
- Cash