



2019 LET'S LEBANON! A COMMUNITY AFFAIR

REGISTRATION – CONTRACT

March 2, 2019 – 8:30 AM to 1:00 PM

Sponsor Registration: 1/7 to 1/11

Open Registration: 1/12 to 2/16

Please send your registration via email to info@lebanonchamber.org. All Sponsors qualify for early registration and the opportunity to choose a premium booth location.

Sponsorship Level (Choose a level below) Sponsor registration begins January 7th

\$1,000 Diamond Sponsor (6 available)

- Recognized in event publicity and news releases, including Chamber emails promoting the event
- Logo posted on website event page
- Featured Business recognition in a Chamber E-Newsletter
- Social media recognition (Facebook, Instagram, Twitter, LinkedIn) including at least 2 boosted Event posts
- Premium booth location includes; 16'x 8' size
- Special Signage on booth at event

\$500 Gold Sponsor (9 available)

- Recognized in event publicity and news releases, including Chamber emails promoting the event
- Logo posted on website event page
- Featured Business recognition in a Chamber E-Newsletter
- Social media recognition (Facebook, Instagram, Twitter, LinkedIn)
- Premium booth location includes; 10'x 8' size
- Special Signage on booth at event

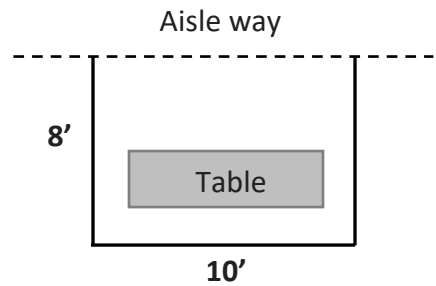
No Sponsorship (Select a booth type below) Open registration begins January 12th

Exhibitor Booth with electric (10' x 8')

- Chamber Member - \$200
- Non-Member - \$250

Exhibitor Booth no electric (10' x 8')

- Chamber Member - \$150
- Non-Member - \$200
- Non-Profit - \$75; *Limited number of spaces available.*



SAMPLE BOOTH LAYOUT

* Not a Chamber Member yet? Join the Chamber before March 1, 2019 and put your booth cost towards your Chamber Membership dues for 2019!

* Note that all booths include: Pipe and drape, six-foot table, tablecloth, and two chairs.

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.

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 Expo will be held on **Saturday, March 2, 2019 from 8:30 AM to 1:00 PM at the Lebanon High School**. All Exhibitors shall be present and operate their booth from **8:30 AM-1:00 PM**. This contract specifically prohibits the exhibitor from dismantling or removing items from his exhibit before 2:00 PM.
3. Set-Up Times: Exhibitors are required to set up on **Friday, March 1, 2019 between 4:30 PM – 8:30 PM**. Early arrivals for set up will not be allowed. On Saturday, March 2, doors will open to exhibitors at 7:30 AM for final preparations.
4. Booth Supervision: All booths must be staffed by 8:00 AM and must have at least one person supervising the booth until 1:00 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 1:00 PM. This contract strictly prohibits dismantling booths before 1:00 PM. Please be courteous to the custodial staff and take your materials and supplies with you. **All items must be completely removed by 3:00 PM.** Materials left behind will be discarded.
8. Cancellation by Exhibitor: Exhibitors who cancel their contract on or before February 16, 2018 can receive a full refund. No monies will be refunded for cancellations after February 16. **Please note: Sponsorship dollars are not refundable.**
9. Cancellation by the Chamber: Should the Chamber need to cancel the Event 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 2018 Lebanon 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