

# Application and Contract for Exhibit Space

EXPO 2018 – Home, Business and Lake Living EXPO

February 23-24, 2018 • Lodge of Four Seasons • Lake Ozark

Hours: Friday, 3 PM to 8 PM and Saturday, 9 AM to 5 PM



Business: \_\_\_\_\_ Camdenton Chamber Member? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Sell Merchandise at Show? (Y or N): \_\_\_\_\_ If Yes, MO sales tax #: \_\_\_\_\_

### EXPO 2018 Checklist: (Please check and complete all areas)

**Booth Location:** First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_ Third choice: \_\_\_\_\_

**Product or service to be exhibited:** \_\_\_\_\_

**Booth Size** – includes one skirted table, two chairs, wastebasket, pipe and drape  
(Early bird discount \$25 off per booth if paid in full by October 27, 2017):

	<b>Member</b>	<b>Non-Member</b>
_____ <b>8 X 8 Table top</b> Booth display (T booths - Back wall/Foyer )	\$250	\$310
_____ <b>8 X 8 Standard Booth</b> (Exhibit Hall - Outside wall A1 to A38)	\$350	\$410
_____ <b>8 X 10 Single Booth (One booth - 80 sq ft)</b>		
<input type="checkbox"/> <b>Single Standard</b> booth (Exhibit Hall)	\$425	\$525
<input type="checkbox"/> <b>Single End Aisle</b> booth (Exhibit Hall)	\$450	\$550
_____ <b>8 X 10 Double Booth (Two booths - 160 sq ft)</b>		
<input type="checkbox"/> <b>Double Standard</b> booth (Exhibit Hall)	\$750	\$875
<input type="checkbox"/> <b>Double End Aisle</b> booth (Exhibit Hall)	\$800	\$975
_____ <b>Bulk Space (Three or more booths-may be shared by more than one business)</b>		
<b>Bulk Space</b> – Three booths (240 sq feet)	\$1150	\$1395
<b>Bulk Space</b> – Four booths (320 sq feet)	\$1425	\$1625

**Table Size [check one]:**  8'  6'  4' or  No Table (One table included with booth registration  
Additional tables can be rented through Page & Brown Convention Services)

\$ \_\_\_\_\_ **Total Amount** (Early bird discount - \$25 off per booth if paid in full by October 27, 2017):

\$ \_\_\_\_\_ **AMOUNT ENCLOSED** [minimum 50% deposit to reserve space—full payment for discounts [After January 31, 2018, remaining payment is due]

\$ \_\_\_\_\_ **BALANCE REMAINING** [due by January 31, 2018]

**Certificate of Insurance:** Enclosed \_\_\_\_\_ Will be sent under separate cover \_\_\_\_\_

Electric and additional tables are available through Page & Brown Convention Services 573-348-5176

\*\*Chamber member rate applies to Camdenton Chamber Members. Members of Lake Area or Lake West Chamber of Commerce can take advantage of this discount if in good standing continuously since March 2017 in either organization.

BE SURE TO COMPLETE THE OTHER SIDE OF THIS FORM!!

**Business Name:** \_\_\_\_\_

**REQUEST FOR EXHIBITORS BADGES:** Please PRINT names for Exhibitor Badges if needed (NOTE: exhibitor badges are not required if you prefer to wear your own company badges.)

\_\_\_\_\_  
\_\_\_\_\_

**SET-UP DATES AND TIMES:**

Most exhibitors can bring in their displays through a double 6 foot door. **Please place an "x" in your first choice.** [Once your supplies are in your booth you can work until 8 PM on Thursday setting up your display].

**Set-Up:**                      **Thursday:**                       Noon - 4 PM                       4 PM - 8 PM  
   **Friday:**                                       8 AM - 11 AM                       11 AM - 2 PM;

**Oversized door for setup available:** Only one **oversized door** is available at the Lodge of Four Seasons. To assist in set-up and tear-down, please put down your preferred set-up time and how long you will need to unload your truck. [Once your supplies and equipment are in your booth you can work on your display anytime during set-up.]

**Oversized Door Load-In - Set-Up Using Overhead Door:**

**Thursday:**                       Noon - 4 PM                       4 PM - 8 PM  
**Friday:**                                       8 AM - 11 AM                       11 AM - 2 PM;

**How long will it take to unload your truck?** \_\_\_\_\_

**Reminder:** If you have a heavy display, please bring plywood sheets to set beneath your display. Motorized vehicles will not be allowed in Exhibit Hall. Exhibits containing water, such as pools, fountains, etc. are not permitted on the Exhibit floor. You will be responsible for any damage to the floor or carpet. If you have questions call the Lodge of Four Seasons at 573-365-3000.

**Please sign and return this form** with a check payable to **the Camdenton Area Chamber of Commerce, PO Box 1375, Camdenton, MO 65020**. I have read the Rules and Regulations and agree they shall be part of this contract. This contract is valid when signed by Exhibitor, and accepted by the Camdenton Area Chamber of Commerce.

**X** \_\_\_\_\_  
(Authorized Signature of Exhibitor)                                      (Title)                                      (Date)

I authorize CACC to charge my Card [Visa] [MasterCard] [Discover] \$_____ <input type="checkbox"/> Credit <input type="checkbox"/> Debit
Card No: _____ Exp Date: _____ Signature: _____

A copy of this contract, with your booth assignment, will be returned to you. If you have a remaining balance, full payment is due by January 31, 2018. Applications will be accepted as long as space is available. If you have questions or need more information call the Chamber at 573-346-2227; Fax: 573-346-3496.

For office use only:  
\_\_\_\_\_  
Executive Director                      Date Received                      Amount Received                      Check Number                      Booth Number

## Products and Services Show Rules and Regulations

Please keep a copy of these guidelines at your booth throughout setup and teardown for quick reference

- **Exhibitor Parking** - All exhibitors must park in the designated Exhibitor parking area to allow adequate space for EXPO attendees to park at the event. Once an exhibitor has unloaded, all vehicles must be relocated to this designated parking area. No exceptions. Parking lot attendants will be on hand to assist and provide direction.
- **Tear Down** - Tear down of exhibits may begin at 5 PM on Saturday, February 24th. Exhibitors who dismantle their booth or remove any booth elements prior to release will, at a minimum lose priority for exhibit space in future years and subject to a \$100 penalty. Please be sure to inform all staff who will work the booth of this policy.

1. **Show Management:** This Products and Services Show ("Show") is a presentation of the Camden Area Chamber of Commerce, Inc. (hereinafter referred to as "Show Management" and/or "CACC") which shall have the right, which it hereby expressly reserves, to make such rules and regulations as it shall deem advisable for the success of the Show, and to change and amend the same from time to time, which shall govern the proper conduct of said Show and the use of this contract and the space herein reserved by the Exhibitor. The Show Management's application, interpretation, and construction of said rules and regulations shall be final and conclusive.
2. **Contingencies:** The Show Management reserves the right to cancel this contract should the specified premises become unavailable for any reason or be destroyed or so damaged as to render them untenable or unfit for use for the purpose specified by fire or the elements or any other cause, or should any occurrence of circumstances beyond the control of the Show Management make impossible the fulfillment of its part of this contract. In the event of such a contingency, Show Management will seek an alternate venue and date for the Show. If the venue for the Show is changed, Exhibitor shall have the option either to a) cancel this contract and receive a full refund of all payment previously made on this contract; or b) remain an exhibitor at the new venue. If an alternate venue cannot be provided, or if there is not sufficient floor space for Exhibitor, all payment previously made on this contract are to be promptly returned to the Exhibitor by the Show Management, and upon the return of the same, the Show Management is to be released of any and all claims for damages, loss, costs, or expenses sustained or incurred by the Exhibitor by the reason of such cancellation or change in venue.
3. **Eligible Exhibits:** The Show Management reserves the right to determine the eligibility of any company or product for inclusion in this Show. Exhibits which are of a disruptive, objectionable, or inappropriate nature, as interpreted by Show Management, will be removed from the Show. This restriction and prohibition extends to persons and their conduct. Show Management's determination in this regard shall be final and conclusive.
4. **Installation and Removal of Exhibits:** Exhibits are to be installed and removed at the expense of the Exhibitor. Exhibitor is to comply with local rules and regulations of the building in which the Show is presented. All decorations must be flameproof and pass inspection by all designated authorities. Exhibitor shall not allow nails, screws, or tacks to be driven into the building walls, floor or pillars, nor deface the same in any way. **Exhibitor must place plywood under heavy exhibits such as concrete blocks, landscaping displays, etc. to protect the carpet. Exhibitor will be held responsible for any damage they cause to the facility.** No exhibit shall extend into the aisle past the 8' or 6' side arm. **All exhibits must be removed no later than Noon on Monday after the Show.** Exhibitors arriving for set-up after the scheduled installation time can be relocated to any location, if no alternative is available, they will forfeit their show participation rights. **All exhibits must be installed prior to the opening of the Show and remain in place until after the official closing of the Show.** Exhibitors dismantling prior to closing may not be allowed to exhibit the following year. **NO taping onto the carpet. No popcorn may be distributed. Motorized vehicles including forklifts will not be allowed in the Exhibit Hall. Any products containing water, such as pools, fountains, spas, Jacuzzis, aquariums are not permitted on the floor.**
5. **Booth Equipment and Service Information:** Standard package includes 1 skirted table, waste basket, 2 chairs and 7" x 44" identification sign. Regular booths are equipped with 8 foot high back drape and, 3 foot high side rail dividers. Additional tables, chairs, and other equipment may be provided by exhibitor or may be rented from Page & Brown.
6. **Electrical, Telephone and Internet Service:** All electrical needs required by an exhibitor **must be coordinated through Page & Brown**—order forms are available from their web site or may be sent under separate cover. Special electrical requests must be arranged with Page & Brown seven (7) days prior to the Show. Exhibitors should provide their own surge protectors if equipment warrants. Exhibitors requiring a telephone line will need to arrange for telephone service directly with Lodge of Four Seasons. Free Wi-Fi Internet service is available at the Hotel.
7. **Sale of Merchandise:** Over-the-counter sale of merchandise is permitted. Exhibitor is responsible to register for, collect, and report appropriate sales taxes.
8. **Subletting Space:** Exhibitor shall neither assign this contract, sublet in any fashion any part of the space herein specified, nor display the name of any other firm contributing to said exhibits without the written consent of the Show Management in advance.
9. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Camden Area Chamber of Commerce, Inc., Page & Brown Convention Services, and Lodge of Four Seasons, their respective governing boards, officers, agents and employees from any and all liability of whatever nature for personal injury or property damage sustained by the Exhibitor and/or his employees and representatives.
10. **Insurance: Show Management will not be responsible for any loss of or damage to any property of the Exhibitor for any reason, including theft, unless such loss or damage is caused by the gross negligence of Show Management or any of its employees.** Exhibitor is required to provide and keep in force during the show period, including move-in and move-out periods, the following insurance coverage: i) comprehensive general liability insurance or commercial general liability insurance; ii) worker's compensation and employer's liability insurance covering its employees, if applicable; and iii) all-risk property insurance covering all of Exhibitor's property brought into or used in connection with the show, if applicable. A certificate of liability insurance naming CACC as Certificate Holder should be sent to the Chamber no later than Friday, February 16, 2018.
11. **Refunds:** No refunds will be made unless Show Management receives written notice of cancellation of the contract more than 45 days in advance of the show. Cancellations will be subject to a \$100 service fee.
12. **Compliance:** Exhibitor, its employees and representatives, shall observe and comply with all Federal, State, Municipal and Building Management laws, ordinances, rules and regulations of the State, City and Building, in which said Show is presented. Propane tanks are not permitted in the building at any time. No open flame or welding is allowed. **NO SMOKING** inside the exhibit hall. Pressure or fuel cylinders need prior approval by Fire Marshal. Vehicles on display must disconnect battery, and should have no more than a 1/4 tank of gas. Banners and display items may not be suspended from ceiling. **Signage above the pipe and drape on the back of displays infringes on other exhibitors and is not allowed.**