



# Application and Contract for Exhibit Space

**EXPO 2024 – Home, Business and Lake Living EXPO**

February 23 & 24, 2024 • The Regalia Hotel & Conference Center • Lake Ozark

Hours: Friday, 3 PM to 7 PM and Saturday, 9 AM to 5 PM

Business: \_\_\_\_\_ Camdenon 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 2024 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, 110v electric outlet, wastebasket, pipe and drape, and identification sign\* (\*if booth reserved by 1/26/24)

(Early bird discount \$25 off per booth if paid in full by November 3, 2023:

	<u>Member</u>	<u>Non-Member</u>
_____ <b>4 X 8 Table top</b> Booth display- <i>Available to Non-Profit Organizations Only</i> (TT booths does NOT include electric or pipe & drape)	\$270	\$320
_____ <b>8 X 10 Single Booth (One booth - 80 sq ft)</b>		
<input type="checkbox"/> <b>Single Standard</b> booth (A-S)	\$450	\$550
<input type="checkbox"/> <b>Single End Aisle</b> booth (A-D 1's & 5's; E-N 1's & 7's)	\$475	\$575
_____ <b>8 X 10 Double Booth (Two booths - 160 sq ft)</b>		
<input type="checkbox"/> <b>Double Standard</b> booth (A-S)	\$775	\$900
<input type="checkbox"/> <b>Double End Aisle</b> booth (A-D 1's & 5's; E-N 1's & 7's)	\$825	\$1,000
_____ <b>Bulk Space (Four booths-may be shared by more than one business with pre-approval)</b>		
<b>Corner Space</b> – (240 sq feet) (COR 1 )	\$1175	\$1410
<b>Bulk Booth</b> – Four booths (320 sq feet) (BULK 1-4)	\$1450	\$1650

**Table Size [check one]:** 8' 6' 4' or No Table (One table included with booth registration if desired)  
(Additional tables can be rented through Laurie Tent Rental)

\$ \_\_\_\_\_ **Total Amount** (Early bird discount - \$25 off per booth if paid in full by November 3, 2023)

\$ \_\_\_\_\_ **AMOUNT ENCLOSED** [minimum 50% deposit to reserve space—full payment for discounts  
[Remaining balance is due January 26, 2024]

\$ \_\_\_\_\_ **BALANCE REMAINING** [due by January 26, 2024]

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



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

**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 7 PM on Thursday setting up your display].

<b>Set-Up:</b>	<b>Thursday:</b>	<input type="checkbox"/> Noon - 4 PM	<input type="checkbox"/> 4 PM - 7 PM
	<b>Friday:</b>	<input type="checkbox"/> 8 AM - 11 AM	<input type="checkbox"/> 11 AM - 2 PM;

**Oversized Door Load-In (If needed)** - Set-Up Using Overhead Door:

<b>Thursday:</b>	<input type="checkbox"/> Noon - 4 PM	<input type="checkbox"/> 4 PM - 7 PM
<b>Friday:</b>	<input type="checkbox"/> 8 AM - 11 AM	<input type="checkbox"/> 11 AM - 2 PM;

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

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

**Additional tables and equipment available through Laurie Tent Rental 573-374-8368**

**\*\*Chamber member rate applies to Camdenton Chamber Members Only**

**Reminders:**

- If you have a heavy display, please bring plywood sheets to set beneath your display. You will be responsible for any damage to the floor or carpet. If you have questions call The Regalia Hotel & Conference Center at 573-723-3000.
- Exhibitor Booths must be manned at all times during show hours, NO Static Booths permitted.

**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 submitted by Exhibitor along with payment and accepted by the Camdenton Area Chamber of Commerce.

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

I authorize CACC to charge my Card \$ _____ <input type="checkbox"/> Credit <input type="checkbox"/> Debit		
Card No: _____	Exp Date: _____	Security Code: _____
Billing Zip Code: _____	Signature: _____	

Your booth assignment will be sent to you via designated email provided on application. If you have a remaining balance, full payment is due by January 26, 2024. 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.

## Home, Business & Lake Living Expo Rules and Regulations

Please share these details with all individuals that will be working within your exhibitor booth and keep a copy of these guidelines at your booth throughout set-up 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, no excuses.
- **Tear Down** - Tear down of exhibits may begin at 5 PM on Saturday, February 24<sup>th</sup> and no earlier. Booth tear down will continue until 9pm Saturday evening and then offered again on Monday, February 26<sup>th</sup> from 8am until 12pm. (No teardown on Sunday, February 25<sup>th</sup>)
- **Exhibitors who do not adhere to the parking designations, dismantle their booth, or remove any booth elements prior to release will, at a minimum, lose priority for exhibit space in future years but could potentially be denied participation in future EXPOs. Please be sure to inform all staff who will work the booth of this policy. THIS POLICY WILL BE ENFORCED FROM HERE ON OUT**

1. **Show Management:** This Home, Business, & Lake Living EXPO ("Expo" "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.**
5. **Electrical, Telephone and Internet Service:** Special electrical requests must be arranged with Laurie Tent Rental 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 The Regalia Hotel & Conference Center. Free Wi-Fi Internet service is available at the Hotel.
6. **Sale of Merchandise:** Over-the-counter sale of merchandise is permitted. Exhibitor is responsible to register for, collect, and report appropriate sales taxes.
7. **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.
8. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Camden Area Chamber of Commerce, Inc., Laurie Tent Rental, and The Regalia Hotel & Conference Center, 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.
9. **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 10, 2023.
10. **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.
11. **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 may be not allowed.**

