



# Friday & Saturday, April 27th & 28th, 2012 Heritage Village Mall - Beaver Dam

Hit a Home Run with the Home & Business Expo!

## For Profit Exhibitor Contract

Use this form to reserve exhibit space for use at the 2012 Home & Business Expo, hosted by the Beaver Dam Chamber of Commerce. The event will be held on Friday & Saturday, April 27th & 28th 2012, at the Heritage Village Mall, Beaver Dam, Wisconsin. Exhibitors agree to comply with the accompanying rules and regulations which are part of this contract. Exhibits are limited to each Exhibitor's particular product/service. The Expo will be a Friday evening and all day Saturday event. The event is not held on Sunday.

Sponsored in part by **Waupun Chiropractic Center**



### Exhibitor Information

Exhibitor Firm Name \_\_\_\_\_

Representative(s) \_\_\_\_\_

Street Address (no P.O. Boxes) \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_(\_\_\_\_\_) \_\_\_\_\_ Fax \_(\_\_\_\_\_) \_\_\_\_\_

Email of primary representative \_\_\_\_\_

### Booth Specifics

Each booth area is approximately 10 feet wide by 8 feet deep. Included with each booth rental **at no additional charge** are: one 8 foot table, two chairs, a plastic tablecloth, plastic skirting for one table and electricity (exhibitors MUST note on this contract if they need electricity). Exhibitors must choose from *Hit a Home Run with the H&B Expo* theme colors - this year's theme - for their tablecloth and skirting: yellow, blue or white. Exhibitors may choose to provide their own tablecloth and skirting (corporate color themes are then allowed). Exhibitors may opt out of getting a table and chairs if they wish to provide their own, or if they wish to have walk-in exhibitor space.

Please note that NO pins, nails, tacks or staples are allowed on tables provided through the Home & Business Expo. Other items, such as easels, are available for rent from Taylor Rental Company in Beaver Dam; call (920) 887-7142 to get price quotes on items not listed here.

### Insurance Certificate

All Exhibitors must carry Liability Insurance, with minimum limits of \$300,000.00 for bodily injury and property damage. Exhibitors must include a certificate of coverage, naming the Beaver Dam Area Chamber of Commerce as an additional insured, with their signed contract and event registration payment. Insurance Liability coverage requirements may be waived by the Home & Business Expo Committee upon request.

### No Raffle Item Required

Exhibitors are encouraged to offer raffle or door prizes directly to the public at their booths, but **there will not be any coordinated raffle prize distribution through the Beaver Dam Chamber of Commerce during or after the event.**

<b>FOR OFFICE USE ONLY:</b>	
Amount Paid \$	_____
Check or CC #	_____
Date Received	_____
Booth(s) Assigned	_____
Approved By Executive Director	_____
Certificate of Insurance Received	<input type="checkbox"/>

<input type="checkbox"/> Organization <b>IS</b> a Chamber Member 1st Booth = <b>\$ 295.00</b> If contract/payment received by 1/31/12 <b>\$ 250.00</b> + # of Additional Booths _____ x \$100.00 = \$ _____  <b>TOTAL DUE: \$</b> _____  Tablecloth color choice:    Blue    Yellow    White Table Skirt color choice:    Blue    Yellow    White  Booth                    My first choice of booth(s): _____ Location                My second choice of booth(s): _____ Selection                My third choice of booth(s): _____	<input type="checkbox"/> Organization <b>IS NOT</b> a Chamber Member 1st Booth = <b>\$ 395.00</b> If contract/payment received by 1/31/12 <b>\$ 350.00</b> + # of Additional Booths _____ x \$150.00 = \$ _____  <b>TOTAL DUE: \$</b> _____  Tablecloth color choice:    Blue    Yellow    White Table Skirt color choice:    Blue    Yellow    White  Booth                    My first choice of booth(s): _____ Location                My second choice of booth(s): _____ Selection                My third choice of booth(s): _____
I require electricity: <input type="checkbox"/> YES <input type="checkbox"/> NO	I require electricity: <input type="checkbox"/> YES <input type="checkbox"/> NO

Make checks payable to the Beaver Dam Chamber of Commerce.

All contracts must be signed or they will not be processed.

For Visa or MasterCard Credit Card payments call the Chamber office for processing: (920) 887-8879.

MAIL CONTRACT & CHECK TO: Beaver Dam Chamber of Commerce, 127 S. Spring Street, Beaver Dam, WI 53916

**Please note:** Exhibitors will receive a **\$45.00 discount if all fees are paid in full by January 31, 2011** for the 2012 Expo, (with discount \$250.00 for members / \$350.00 for non-members).

**Cancellation Policy:** Exhibitors will receive a full refund of their booth fees and their contract will be voided if the Exhibitor cancels their participation in the H&B Expo event in writing and it is received at the Beaver Dam Chamber of Commerce by Friday, March 15, 2012. Letters postmarked March 15th, 2012 and earlier will be accepted and emails marked as of March 15th, 2012 and earlier, even if they are not received by Chamber staff by March 15th, 2012. **Exhibitors who cancel after March 15th, 2012 will forfeit one half of their total booth fees.**

It is understood and agreed upon by the applicant, also referred to as the Exhibitor, that this entire document constitutes a contract between the Exhibitor and the Beaver Dam Chamber of Commerce, herein after referred to as the Chamber, when this contract is countersigned by a duly authorized Chamber representative. Acceptance of money by the Chamber under this contract is not binding if said money is returned before acceptance by the Chamber through a signature of a duly authorized Chamber representative. If you have any questions, please contact Chamber Executive Director Philip Fritsche at (920) 887-8879.

\_\_\_\_\_  
Authorized Signature of Exhibitor Representative

\_\_\_\_\_  
Authorized Signature of Chamber Representative

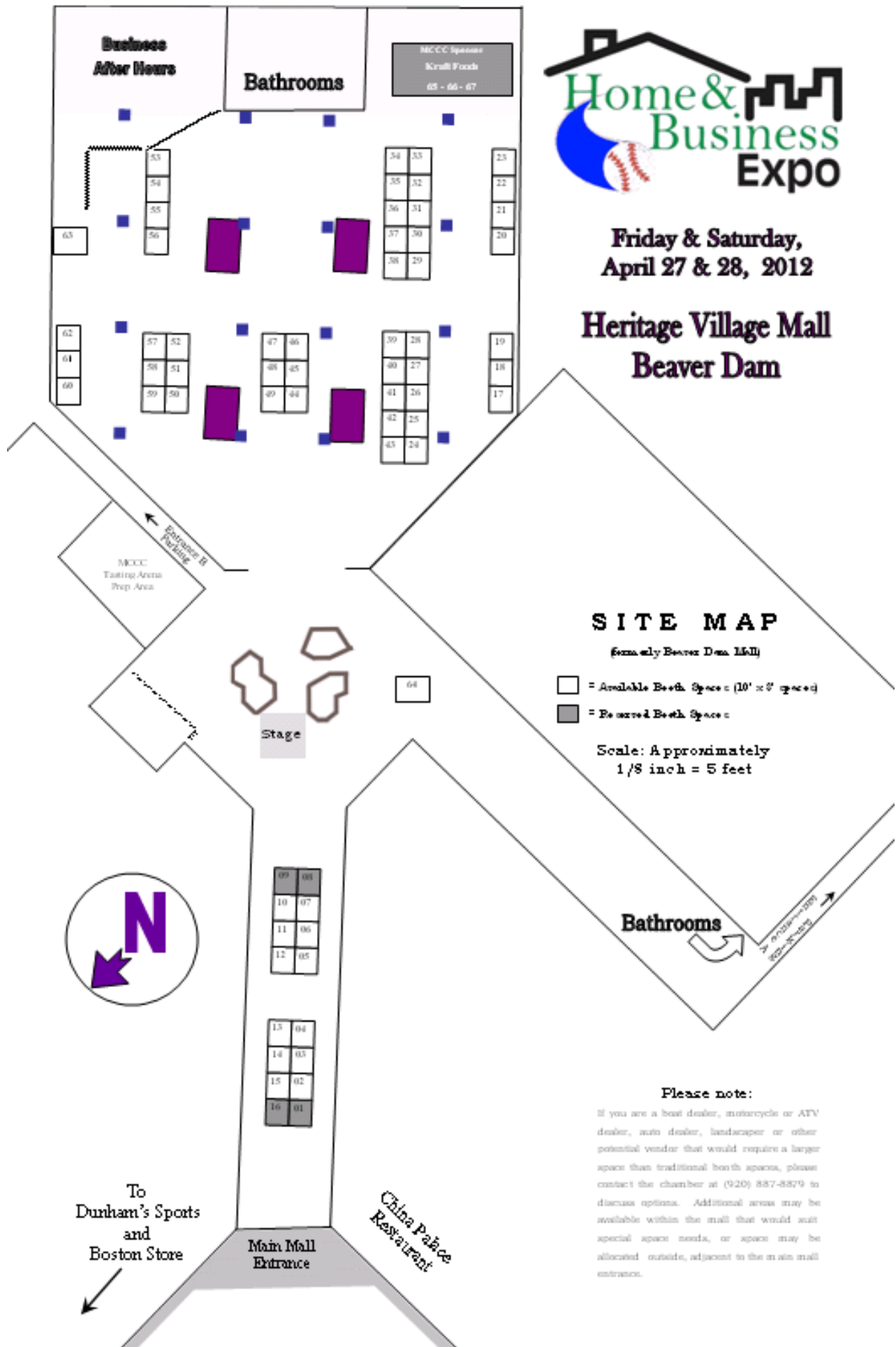
*This page of this document must be returned to the Beaver Dam Chamber. Feel free to make a copy prior to mailing. Once a contract has been processed and booth space assigned, it will be signed by a Chamber representative, and a copy of the processed contract will be mailed to each Exhibitor as confirmation of their event registration.*





**Friday & Saturday,  
April 27 & 28, 2012**

**Heritage Village Mall  
Beaver Dam**



# Home & Business Expo Rules & Regulations

Location	Heritage Village Mall, 1645 N. Spring Street, Beaver Dam, Wisconsin 53916
Event Dates	Friday, April 27, 2012, 4:00 PM to 8:00 PM & Saturday, April 28th, 2012, 9:00 AM to 5:00 PM
Set Up Time	Friday, April 27, 2012, 8:00 AM to 3:00 PM. All exhibits must be set and ready to show by 3:30 PM. Please note: Exhibitors such as auto dealers bringing cars or marinas bringing boats, plus all the Expo curtaining, will be set up on Thursday, May 3, 2012 in the afternoon.
Clean Up Time	Saturday, April 28th, 2012, 5:00 PM to 8:00 PM; all exhibits must be removed from the mall by 8:00 PM.
Exhibitor Access	Exhibitors may park anywhere in the mall's lots, but must use Entrances A or B for access for set up. For event tear down, Exhibitors may use Entrances A & B as well as the Main Mall Entrance.
Raffle Prizes	Exhibitors are encouraged to offer raffle or door prizes directly to the public at their booths, but there <i>will not</i> be any coordinated raffle prize distribution through the Beaver Dam Chamber of Commerce during or after the event.
Booth	Single booths are 10 feet wide by 8 feet deep. All booths include cloth backdrops 8 feet tall and cloth side walls 3 feet high. Exhibits must be planned to fit within this space. Drapes will be green and white. There is electricity available for each booth, if needed, but <b>Exhibitors <u>must</u> note on their contract that electricity is being requested.</b>
Staffing	<b>All booths are expected to be staffed at all times during the Expo.</b>
Use of Space	All exhibits and demonstrations must be confined to the limits of the exhibit booth or display area. No exhibitors shall assign, sublet or share the space provided without the knowledge and prior <u>written</u> consent of the Beaver Dam Chamber. Exhibitors must show only goods manufactured or services offered by their organization in the regular course of business. Exhibitors <u>are allowed</u> to sell from their exhibitor space, but are responsible for their own retail sales licensing. Expo management reserves the right to restrict exhibits which, because of noise, method of operation, materials, or for any reason become objectionable, and also to prohibit or to evict any exhibit or individuals associated with an exhibit which may detract from the general family oriented character of the Expo as a whole. All reservation deposit money will be retained by the Home & Business Expo / Beaver Dam Area Chamber of Commerce, in the event an exhibitor fails to fulfill contract obligations and is evicted from the Expo.
Restricted Items	Promotion of firearms and tobacco products is strictly <u>prohibited</u> . The use of tobacco products is restricted to outdoor smoking areas. The possession or use of firearms in the mall is prohibited.
Care of Facilities	Exhibitors or their agents shall not vandalize or deface the Heritage Village Mall, the booths of the Expo, or the rented equipment in the booths. When such damage appears, the exhibitor is liable to the owner of the property that was damaged.
Insurance	Exhibitors are required to carry liability insurance with minimum limits of \$300,000.00 for bodily injury and property damage. Exhibitors will include the Beaver Dam Area Chamber of Commerce as an additional insured. Exhibitors will provide the Home & Business Expo and the Beaver Dam Chamber with a certificate evidencing this coverage.
Fire Regulations	All booth decorations must be flame proofed and all hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. There will be an inspection by the Fire Department on Friday afternoon prior to the opening of the show.
Security	A security guard will be on duty from Friday evening, April 27th through Saturday morning, April 28th until the Expo reopens.
Cancellation	In the event the entire Expo is cancelled for any reason all Exhibitor fees will be returned.
Services Provided	<ul style="list-style-type: none"><li>* Marketing: The Home &amp; Business Expo will provide promotion not only of the event through local media, but will promote all Exhibitors as part of a comprehensive approach to attract as large an audience for the Expo as possible.</li><li>* Expo Welcome Packet: All exhibitors will receive a bag with a copy of the <i>Rules &amp; Regulations</i> and a finalized booth map with all Exhibitors listed, plus information on the Beaver Dam area.</li><li>* Food/Beverage Vouchers and Food Delivery Service: Each booth rental will receive four vouchers to be used for food /beverage items. All exhibitors will receive multiple copies of food menus in their Expo Welcome Packet at the beginning of the Expo and will be required to sign for the vouchers. Volunteers for the Expo will pick up food orders from Exhibitors, at their booths, and will return to their booths to deliver their food orders to them. There is no charge for this service, but orders that require payment (after Food/Beverage vouchers have been used up) must be provided to volunteers at the time the order is <u>placed</u>.<ul style="list-style-type: none"><li>☞ Orders will be collected beginning at 4:00 PM on Friday for the dinner hour.</li><li>☞ Orders will be collected beginning at 2:00 PM on Saturday for the dinner hour. The Midwest Cream Cheese Competition will be selling tastes of the contest recipes and specialty coffees from roughly 10:30 AM through 2:30 PM at the MCCC Tasting Arena.</li></ul></li></ul>

*This document does not have to be returned to the Beaver Dam Chamber. Please keep it through this year's Exposition. A copy of your signed and processed Contract will be mailed to you as confirmation of your event registration.*

