



Rocky River Chamber Business Expo 2011 Exhibitor Agreement

To be an Exhibitor at the Rocky River Chamber of Commerce Business Expo, you are required to sign and return page 1 of this Agreement to the Rocky River Chamber of Commerce office by OCTOBER 10

This Agreement, by and between The Rocky River Chamber of Commerce, and

Company Name: _____ Table # _____ (subject to change)

Hereinafter called the "Exhibitor", sets forth the terms and conditions of the Exhibitor's participation in the Rocky River Chamber of Commerce Business Expo 2011 to be held at the Don Umerley Civic Center at 21016 Hilliard Boulevard in Rocky River, Ohio, on Thursday, October 13, 2011 from 2:00 to 7:00 p.m. In consideration of the premises, the agreements contained herein and other good and valuable consideration, the parties do hereby agree as follows:

- 1. The Rocky River Chamber of Commerce has been granted the right to the use of certain space at the Don Umerley Civic Center to hold the Expo. The Chamber hereby sublicenses to the Exhibitor the right to use the space at the Expo for the purpose of displaying and demonstrating the Exhibitor's product(s) and/or service(s).
2. The space to be used by the Exhibitor is in Memorial Hall and/or the Community Room and/or the Club Room of the Don Umerley Civic Center.
3. The Exhibitor shall not share or sublease the space with another business entity.
4. The Exhibitor shall pay to the Chamber for the use of such space an amount equal to the Exhibitor's space requirement, payable prior to or on the signing of the contract. All amounts are non-refundable. The Chamber reserves the right to refuse an Exhibitor's reservation and agreement for exhibit space or Business Expo sponsorship. A refund would be given if this right were exercised.
5. This Agreement contains the entire understanding between the parties and no other agreement will be recognized as binding upon either party. Exhibitor may not assign its interest under the Agreement without prior written consent of the Rocky River Chamber of Commerce.
6. The Rocky River Chamber of Commerce and the City of Rocky River shall not in any manner or for any cause be liable or responsible to the Exhibitor for any injury or damage to him or his employees or his goods or other property brought upon the premises where the Expo is held, and any and all claims for such injuries or damages are hereby waived.
7. Exhibitor agrees to comply and abide by all of the aforementioned elements, schedule, check in, set up, displays, tear down, etc. detailed in the "Exhibitor Information & Guidelines" (pages 2 and 3).
8. Names of people staffing the exhibit: (The Chamber will provide 2 (two) name tags with lanyards for each exhibit.)

1) _____
Cell phone # day of Expo _____
2) _____
Cell phone # day of Expo _____

Contact Name _____ Title _____

I agree to adhere to the Exhibitor Information & Guidelines provided on pages 2 and 3 of this Exhibitor Agreement.

Signature _____ Date _____

Exhibitor/Attendee Information

A database of all Exhibitors and attendees will be made available to each Exhibitor as soon as possible in the days following the Expo. Place a check mark next to one of the options below to indicate the format in which the Rocky River Chamber of Commerce should provide the data to you (select only one):

____ E-mail _____ Printed Copy

Business Expo 2011 - Exhibitor Information & Guidelines

Business Expo Agenda - October 13, 2011

9:00 a.m. – 1:00 p.m.	Check in at registration desk/Set up exhibit
12:00 p.m.	Shuttle bus service to St. Thomas parking lot begins
1:30 p.m.	Exhibit must be set up completely by this time
2:00 p.m.	Exhibitor Area opens to the public
4:00 p.m.	Wine/Beer Tasting opens to the public
7:00 p.m.	Closing of Exhibitor Area to the public
7:00 p.m. – 8:00 p.m.	Dismantle booth and vacate Exhibit Area
8:00 p.m.	Shuttle bus service to St. Thomas parking lot ends

NOTE: Restrooms will be available for Exhibitors' staff to change clothes before the show opens to the public.

Exhibitor Registration

- Check in at the Rocky River Chamber's registration desk at the entryway to confirm your location.
- All materials are to be brought in through either the main entrance (facing Hilliard Blvd) or the back entrance (facing Wagar Rd) of the Civic Center. For those needing assistance, student volunteers and equipment will be available at both entrances.

Exhibitor Displays

- Tables and table covers will be provided, unless you indicated "Floor Display" on your application. Table size is 8' x 30" per single business exhibit space and 6' x 30" per Food Sponsor.
- Tables will be placed back-to-back, leaving no space behind the tables. You will be unable to sit, stand, store or display behind the table. This is being done in the effort to respond to the need for wider aisle areas in front of the tables, which will facilitate better traffic flow and give you more exposure and contact with your prospects. Exhibit tables must be staffed during all Expo hours, tables should not be left unattended.
- Exhibitors are responsible for their own signage. The Chamber will not be providing company name signs for the tables. The Chamber will affix a table number to the table or table cover, if applicable.
- Free-standing displays must fit within the confines of the dimensions of the space so as not to infringe on a neighboring Exhibitor's space.
- Nothing is to be pinned, stapled, taped, or otherwise affixed to the walls in the Civic Center or the tablecloths.
- Storage space is limited to the space underneath your table. No overnight accommodations are available for storage.
- Playing music at exhibitor table is prohibited. No exhibitor will be allowed to use a microphone or PA system in their display area. The noise level from videos must be kept to a minimum and shall not interfere with others. The Expo Committee reserves the right to determine an acceptable sound level.
- No exhibitor or person will be allowed to distribute literature or merchandise outside their exhibit area. Persons or firms not exhibiting in the Business Expo will not be allowed to distribute any literature or merchandise without the written consent of the Expo Committee.

Exhibitor Booth Prizes

- If you plan to have a prize drawing at your exhibit, it will be your responsibility to perform the drawing and notify winners. Please notify the Chamber of the drawing prior to the event and of the winner after the event.

Exhibitor Set Up & Tear Down

- Set up of exhibits will be from 9:00 a.m. to 1:00 p.m. on Thursday, October 13, 2011. All Exhibitors are to be completely set up by 1:30 p.m.
- **Once your set up is complete, Exhibitors and their exhibit staff are to move their vehicles to St. Thomas Lutheran Church, 21211 Detroit Road, and return to the Civic Center via shuttle van provided by the Chamber. Please do NOT park in the lots around the Civic Center, as these spaces will be needed for attendees.**
- The Expo closes at 7:00 p.m. Exhibitors are not permitted to tear down prior to 7:00 p.m. Shuttle vans will transport you to your vehicles at St. Thomas Lutheran Church until 8:00 p.m.
- All display materials, equipment and trash must be removed by 8:00 p.m. Nothing may be left overnight.

Business Show Tickets and Exhibitor Listing

- A supply of Business Expo tickets and postcards will be given to each exhibitor prior to the Expo for distribution to customers, clients, associates, etc. Additional tickets are available by calling the Chamber office at (440) 331-1140.
- A tote bag will be distributed to all attendees as they arrive at the Business Expo. Contents will include an alphabetical listing of all exhibiting businesses, indicating their booth location and a detailed map of the booths in the Exhibitor areas.

****Please note that children under the age of 18 are not permitted in the Business Expo****
This includes children of exhibitors