

2010 WAYNE COUNTY BUSINESS SHOWCASE SPECIFICATIONS AND REGULATIONS

WHEN: Preview Night – Tuesday, March 23, 2010 • 5:00 p.m. – 7:00 p.m.
Show - Wednesday, March 24, 2010 • 10:00 a.m. – 6:00 p.m.

WHERE: InSite Wooster, 1147 Akron Road, Wooster, OH 44691
(Former Rubbermaid office facility)

PRESENTED BY: Wooster and Orrville Chambers of Commerce

DEADLINE: To be included in advertisements, contract must be received by
Friday, January 22, 2010.

ATTENDEES: Publicity to attract attendees at the Wayne County Business Showcase will be targeted toward those members of the business community who are interested in locating new sources of product, supplies and services for their respective companies. Further, we ask each exhibitor to encourage customers, employees, and other interested parties to attend the show as your guest. Tickets will be given to each exhibitor to distribute.

COST:	WOOSTER & ORRVILLE	
	<u>CHAMBER MEMBERS</u>	<u>NON-MEMBERS</u>
10 x 8 Booth	\$475.00	\$625.00
20 x 8 Booth	\$775.00	\$1,025.00

WE WILL PROVIDE FOR EACH EXHIBITOR THE FOLLOWING:

- All booths will receive electricity as requested.
- All booths will receive 8' back and 34" side curtains and one 8' table with black skirting and white table cover.
- Two folding chairs (20 x 8 booths receive 2 tables/4 chairs)
- Advertisements to be distributed to businesses located in surrounding counties.
- Exhibitor name badges.
- Listing on Orrville and Wooster Chamber websites.
- Unlimited tickets for your invited guests.

IMPORTANT DATES:

SET UP DATE: Tuesday, March 23, 2010 - 10:00 a.m. to 4:00 p.m.
PREVIEW NIGHT: Tuesday, March 23, 2010 - 5:00 p.m. to 7:00 p.m.
SHOW TIME: Wednesday, March 24, 2010 - 10:00 a.m. to 6:00 p.m.
TEAR DOWN: Wednesday, March 24, 2010 – Immediately After Show

**Please Note: All Equipment & Material must be removed on
Wednesday, March 24, 2010
The Chamber will not be responsible for any items left after this date.**

WE UNDERSTAND THE FOLLOWING:

CANCELLATION: Exhibitor's booth fee will be refundable only if the Wayne County Business Showcase is cancelled by the sponsors for a cause within the sponsor's control. The exhibitor shall be responsible for payment of the total exhibit space rental fee whether the Business Showcase is cancelled, delayed, or relocated, in whole or in part, as a result of riot, strike, civil disorder, act of war, act of God, or any other cause or any kind whatsoever not within the sponsor's control.

SECURITY: The sponsors will provide limited security service during the Business Showcase. The exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any cause whatsoever. All property of an exhibitor is understood to remain in its care, custody, and control in transit to or from within the confines of the facility.

USE OF EXHIBIT: All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Cash, check or credit card sales are permitted. At least one person (18 years or older) must occupy the exhibit during the show hours. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activity. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. Interference with the light and space of other exhibitors is prohibited. All exhibit backgrounds must conform to the standards which are as follows: backgrounds limited to 8 feet in height; no exhibit construction will be permitted to exceed the height of the side rail except in the back one-half of the booth as noted above. Display material exposing an unfinished surface to neighboring exhibit space is not permitted. All exhibit booths must have an open top; construction or ceiling decorations are not permitted. The sponsors may also remove any exhibit which, in their opinion, detracts from the show without liability for any refunds of the exhibit expenses. Exhibitors agree to be bound by such rules and regulations as may be established from time to time by the sponsoring organization.

INSURANCE AND LIABILITY: The exhibitor shall hold the sponsors harmless from any liability for damages to any person or property upon or about the demised space from any cause whatsoever. The exhibitor may procure, at its own expense and cost, public liability insurance. The sponsors will not provide public liability insurance for the exhibitor.

CARE OF BUILDING AND EQUIPMENT: Exhibitor, or agents, must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flame-proof. Combustible materials or explosives are not permitted in the building. The exhibitor shall also comply with all reasonable requests of the sponsors with respect to the installation, conduct, and disassembly of its exhibit.

LOCATION OF EXHIBITORS: The sponsors reserve the right to specify all booth locations, however any requests are considered.

NOTICE: If additional tables, chairs, or accessories are needed, you may provide your own or contact All Events Rental at 330-345-2001.

WAYNE COUNTY BUSINESS SHOWCASE 2010 CONTRACT

Please complete carefully.

Company		Contact Name	
Street Address		Mailing Address	
City	State	Zip	
Phone Number		Fax Number	
Email Address		Web Site Address	
Please verify membership status: <input type="checkbox"/> Wooster Chamber Member <input type="checkbox"/> Orrville Chamber Member <input type="checkbox"/> Non-Member			
Specify how many tickets you need to mail to your customers, clients & vendors. <input type="checkbox"/> 50 <input type="checkbox"/> 100 <input type="checkbox"/> 150 <input type="checkbox"/> 200 <input type="checkbox"/> 500 <input type="checkbox"/> Other Amount _____			
Size of Exhibit Requested		Cost	
10' X 8' Booth (\$475.00 Member, \$625.00 Non Member)		\$ _____	
20' x 8' Booth (\$775.00 Member, \$1,025.00 Non Member)		\$ _____	
Payment Information. All fees are due at time of registration. <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Discover Account Number _____ Expiration Date _____			
Please complete 2-3 lines worth of description concerning your business. Limit 30 words. 			
Do you require electric for your exhibit? <input type="checkbox"/> No <input type="checkbox"/> Yes If you require more than 110 volts, please contact the Chamber of Commerce.			
<input type="checkbox"/> I do not need chairs for my booth.		<input type="checkbox"/> I do not need a table for my booth.	
If you would like exhibitor name badges printed for those working in your booth, please include names below. _____ _____ _____			
The individual signing this agreement represents that they have read the Business Showcase specifications and regulations and that the exhibitor will comply with them. Furthermore, the undersigned is authorized to execute this binding contract for the named exhibitor. Booths will be assigned on a first come, first served basis.			
Signature		Date	
Printed Name		Title	

**Please return this form to
Wooster Area Chamber of Commerce • 377 West Liberty Street • Wooster, OH 44691
Fax (330) 262-5745 • E-mail: speeples@woosterchamber.com**