

# Mahomet Area Home and Garden Expo

Presented by The Matt Difanis Team RE/MAX Realty Associates



Saturday, April 7 10 a.m. - 4 p.m.  
Sunday, April 8 12 p.m. - 4 p.m.



## Contract for 2018 Exhibit Space

This application for exhibit space at the Mahomet Seymour High School Field House in Mahomet, IL on the dates of April 6, 7, 8, 2017, for the Mahomet Area Home, Garden and Business Expo will become a contract between the Mahomet Area Chamber of Commerce (Hereinafter called "Organizer") and the undersigned representative below (Hereinafter called "Exhibitor") upon acceptance by management and is based upon the terms set forth below and on the rules and regulations which must be strictly adhered to by Exhibitor, their employees and representatives. This contract is deemed binding when the Organizer receives the non-refundable payment-in-half and an executed and signed contract.

Please enter your company name exactly as you wish it to appear on exhibit signage/promotions

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Web Address: \_\_\_\_\_

### BOOTH SPACES

#### COSTS FOR SPACES/REGISTRATION

##### Mahomet Area Chamber of Commerce Member Rates:

- 10 x 10 \$350 \_\_\_\_\_
- 10 x 20 \$650 \_\_\_\_\_
- Outdoor Exhibit Area\* \$825 \_\_\_\_\_

##### Non-member Rates:

- 10 x 10 \$450 \_\_\_\_\_
- 10 x 20 \$750 \_\_\_\_\_
- Outdoor Exhibit Area\* \$925 \_\_\_\_\_

\*For Outdoor Exhibit Area, please call organizer for space size and availability. Space is limited\*

Electricity: \$35 \_\_\_\_\_

TOTAL: \_\_\_\_\_

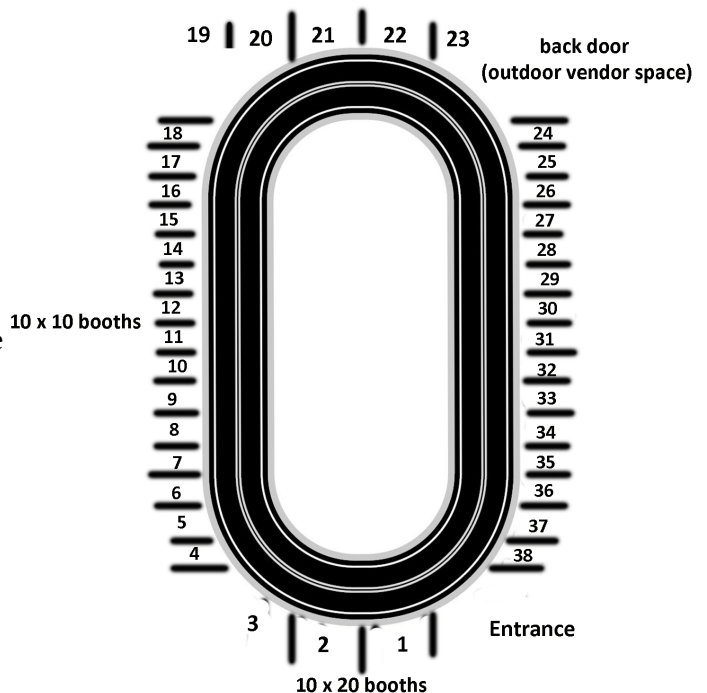
Preferred Space: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

#### CONTACT

Walter Pierce  
217-840-2700  
walter@mahometchamberofcommerce.com



## PAYMENT INFORMATION/DEADLINES

A deposit of 50% of payment, along with completed contract is due **January 1, 2018**. The rest of payment is due **March 1, 2018**.

If paying via check, **please make checks payable to Mahomet Area Chamber of Commerce.**

Payment via check or credit card slip and completed contract may be sent to:

Mahomet Area Chamber of Commerce

PO Box 1031

Mahomet, IL 61853

\*No booth space will be confirmed until initial payment and contract are recieved\*

## MAHOMET AREA CHAMBER OF COMMERCE CREDIT CARD SLIP

ACCEPT CREDIT CARDS \_\_\_\_ Visa \_\_\_\_ MasterCard \_\_\_\_ Discover \_\_\_\_ American Express

Name on Credit Card \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ CVV # \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

www.mahometchamberofcommerce.com

PO Box 1031, Mahomet, IL 61853 Phone: 217-840-2700

Email: walter@mahometchamberofcommerce.com

## ELECTRICITY/INTERNET

There will be no charge for internet access, but a \$35 charge for electricity.

**Each vendor is responsible for providing and running their own extension cords.** Although booths may be next to an outlet, it is recommended you bring at least 150' of cable to reach the next available circuit in the event the circuit you are closest to has issues. All cords **MUST** be secured to the ground via ramp, tape, carpet, or other means to eliminate tripping hazards. **EXTENSION CORDS THROWN ACROSS THE FLOOR AT THE LAST MINUTE CREATE AN UNSAFE ENVIRONMENT FOR PATRONS, VENDORS AND STAFF. ANY CORDS RUN AFTER THE START OF THE EVENT ON SATURDAY, APRIL 7 WILL BE UNPLUGGED AND REMOVED.**

\_\_\_\_\_ I will need electricity in my booth (\$35)

## AGREEMENT

The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and that exhibitor will continue to fulfill these terms even if the individual ceases to be part of the exhibitor's company. This signature also verifies that the attached Exhibitor Information sheet has been read and agreed to.

Company Representative Signature: \_\_\_\_\_

Show Organizer Signature (Indicating exhibit approval): \_\_\_\_\_

**Please keep the below portion of the contract for your records.**

### **BOOTH ALLOCATION**

The Organizer will assign booth locations. Requests for booth locations will be considered, but not guaranteed. No booth assignment is finalized until you receive email confirmation.

### **INSTALLATION/REMOVAL**

1. Exhibitors will be expected to load-in to their assigned booths between the hours of 5 p.m. to 8 p.m. on Friday, April 6, 2018. Booth set-up must be completed by 9:30 p.m. Friday evening. Additional set-up time will be available on Saturday 8 a.m. to 9 a.m. No unloading of heavy materials will be allowed on Saturday. All set up **MUST** be completed by 9 a.m. Saturday.
2. All booths must have a representative present on scene by 9:30 a.m. on Saturday, April 7, 2018.
3. Absolutely no packing or dismantling before the official show close at 4 p.m. on Sunday, April 8, 2018.
4. Removal will cease by 8 p.m. on Sunday, April 8, 2018.

### **EXHIBITOR PARKING/HOSPITALITY SUITE**

Vendors should park in the back parking lot. Name tags with Lanyards will be provided to vendors, which will act as "tickets" for free admission, hospitality suite and Vendor after hours. The hospitality suite will provide snacks and refreshments to all vendors.

### **INSURANCE INFORMATION**

You **MUST** supply the Mahomet Area Chamber of Commerce with proof of insurance prior to the event. Please make sure that you are in compliance with all the insurance requirements. We require \$1,000,000 General Liability coverage naming Mahomet Area Chamber of Commerce as additional insured. General liability should be written on a primary and non-contributory basis. All vendor property is not the responsibility of the Mahomet Area Chamber of Commerce or Mahomet Seymour School District. Please provide additional insured clause in favor of: Mahomet Area Chamber of Commerce P.O. Box 1031 Mahomet, IL 61853

### **SECURITY/FIRST AID**

The event venue will be locked when the show is not open. Doors will open one hour prior to the show. Please use the main entrance. At no time however, will the Mahomet Area Chamber of Commerce be liable for any property in the event venue or on its surrounding grounds.

There will be First Aid on site during regular show hours.

### **SAFETY PROVISIONS**

1. All decorations, banners and other display materials must be class A fire retardant, and electrical wiring must conform with National Electrical Code safety rules.
2. Exhibitor must provide the necessary shielding or safety items to protect patrons, exhibitors and all others from equipment that is operable or any other materials, processes or operations which might cause bodily harm or damage to clothing. Please do not throw/toss items at patrons during the show.
3. Electrical cords, carpets, etc. must be securely taped to the floors in a manner approved by event staff.
4. No portions of the walkways, entries, passageways, doors, aisles, windows, ventilators, lighting fixtures or ways of access to the public utilities of the premises may be obstructed. Any damage resulting from misuse of any portion of the premises shall be the responsibility of the individual exhibitor.

### **PROPANE/COOKING PROMOTIONS/POPCORN**

Absolutely no outside food permitted without prior approval from the Organizer.

## **PROMOTION ACTIVITIES/ALCOHOL/SOUND/COOLERS**

1. There will be no sale or samples of alcohol distributed by any vendor. This event is located on MSHS school property. Absolutely NO alcohol permitted. Failure to comply will result in immediate removal.
2. Helium balloons are not permitted. Failure to comply to this policy will result in an additional fee.
3. Banners will be allowed only in your allotted booth and limited to booth size.
4. Distribution of printed promotional materials, samples, souvenirs and other articles is restricted to your own exhibit space. You may not represent or sell products of any firm or individual other than your own. No outside individuals are allowed to pass out business cards or flyers during the show. If you see anyone doing this, please inform us ASAP.
5. Exhibitors are permitted to sell products from their booths.
6. Loud speakers, radios, televisions, or the operation of machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or show visitors will not be permitted. We will have an announcer for your convenience during show hours. Forms will be supplied at the announcer's desk for you to fill out for daily announcements during show hours.
7. Absolutely no outside alcohol is permitted during show load-in, load-out or during show hours. Again, this event is located on MSHS school property . Absolutely NO alcohol permitted. Failure to comply will result in immediate removal.
8. Outside coolers and food are welcome, however there will be food and drink available for purchase during regular show hours. There will also be refreshments and snacks available to vendors in a specific location. See "EXHIBITOR PARKING/HOSPITALITY SUITE" on page 2.

## **LIABILITY**

By signing this contract, all exhibitors must agree to indemnify the Mahomet Area Chamber of Commerce, the venue, their managers, officers, sponsors, employees agents, successors and assigns from any suit or claim for personal injury or for property of whomsoever sustained on or about exhibitors participation in Show unless the damages or injury is due solely to the negligence of the Mahomet Area Chamber of Commerce or the venue.

## **FORCE MAJEURE**

In the event the venue or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of snow, ice, fire, flood, tempest or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause or agency over which the Mahomet Area Chamber of Commerce has no control or should the event decide that because of any such cause it is necessary to cancel, postpone or re-site the event or reduce the installation time, event time or move-out time, the event shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.

## **AMENDMENTS**

Event management shall have the full power in the interpretation and enforcement of all contract rules and regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition.

Please make sure you read all the above information carefully. We look forward to seeing you at the Mahomet Area Home, Garden and Business Expo, 2018.

Walter Pierce  
217-840-2700  
walter@mahometchamberofcommerce.com