



# Exhibitor Contract

October 16, 2018

Eau Claire Indoor Sports Center  
3456 Craig Rd., Eau Claire, WI

Coordinated by:



## POLICIES AND PROCEDURES FOR EXHIBITORS

The Eau Claire Area Chamber of Commerce's Business Expo & Job Fair will be held on  
**Tuesday, October 16, 2018 at the Eau Claire Indoor Sports Center.**

### Exhibit Hours:

All exhibits must be open and staffed during the following hours on Tuesday, October 16, 2018:

- **Open to Public (Business Expo & Job Fair):** 11 a.m. - 3:30 p.m.
- **VIP Reception (Expo ONLY, no Job Fair):** 4:30 - 7:30 p.m.

**Expo & Job Fair will be closed from 3:30 - 4:30 p.m.** Exhibitors may remain in the building, but it will be closed to the public.

### Set-Up Times:

**Tuesday, October 16, 2018 from 7 to 10:30 a.m.** Each exhibitor will be given a specific set-up time. All exhibits and materials must be completely set up by 10:30 a.m. on Tuesday. If you require extra time to set up, please request an early set-up time on contract.

Chamber Board established a policy that no exhibitor may set up its display booth until all booth fees are paid in full before the Expo in October.

### Job Fair:

We will be conducting a Job Fair in conjunction with the Business Expo during the public hours of the show, from 11 a.m. to 3:30 p.m. The Job Fair will NOT be conducted during the VIP Reception as this portion of the show will be a Business Expo only.

**Exhibitors are NOT required to participate in the Job Fair.** All exhibitors will be given a choice whether they are accepting applications, resumes and/or internships. Each exhibitor will be given signage to display at their booth so attendees know whether they are seeking applications. If an exhibitor is not accepting applications, they will simply display signage that indicates applications won't be accepted.

### Booth Equipment & Service Information:

**Standard Booths:** 8' deep x 10' wide, includes one 8' table, white tablecloth, white skirting, pipe, drape and two chairs will be provided but **must be indicated on the contract** (*only items indicated on the contract will be ordered*). Any extra or unusual requests, i.e. phone lines, IDS lines, additional electrical power, special size tables, etc., must be indicated on the contract and may be available at an additional cost. **All arrangements must be made prior to the event.**

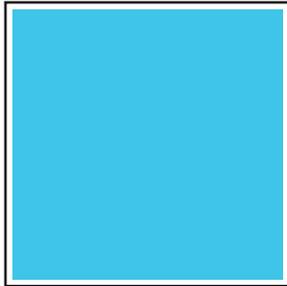
**Outdoor Vehicle Display Booths:** limited number of outdoor vehicle display areas will be offered on a first come basis. Chamber staff will direct exhibitors to their assigned parking sites and will do their best to ensure all vehicles are displayed in a manner so as to not block the view of other vehicles on display.

### NEW Job Fair Only Booths:

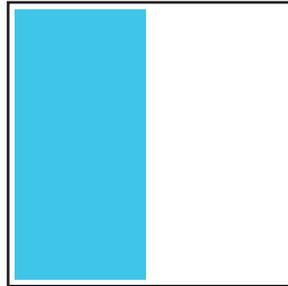
A select number of booths in a designated area have been reserved for exhibitors who are only exhibiting during the Job Fair hours. These exhibitors must dismantle their booths before the beginning of the VIP Reception.

### Tab:

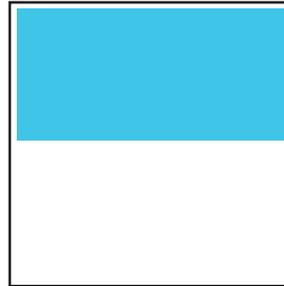
The Chamber will place a tab in the Leader-Telegram on the Sunday before the Expo. More than 16,000 households will receive the tab. In addition, 2,000 tabs will be distributed at the entrance during the Expo. The entire tab will be full-color and will include an exhibitor map and listing for all exhibitors. Exhibitors have the opportunity to place a camera-ready ad in the tab at the following rates:



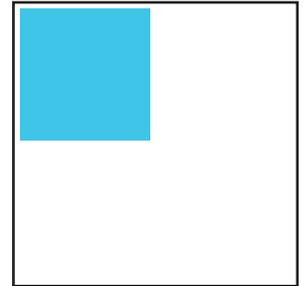
Full Page or Back Page  
10" x 10"    10" x 10"  
**\$400        \$800**



Half Page Vertical  
5" width x 10" height  
**\$250**



Half Page Horizontal  
10" width x 5" height  
**\$250**



Quarter Page  
5" width x 5" height  
**\$160**

### Ad Submission Deadline: September 1, 2018

Email ads directly to Amy Muehlbauer at [muehlbauer@eauclairechamber.org](mailto:muehlbauer@eauclairechamber.org) or call 715-858-0617.

### Displays/Decorations:

Merchandise, signage, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls or ceilings. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside exhibit space or project beyond limits of exhibit space as to interfere with any neighboring exhibit.

### Awards:

The top three booths will receive awards. Criteria for judging will include appearance, professionalism, personnel and creativity. The winners will be recognized in the following categories: Most Creative/Innovative, Most Engaging, and Most Educational.

### Care of Building and Equipment:

Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property damaged.

### Electrical Power:

One electrical plug per booth can be purchased for \$20 per 110 volt usage. Exhibitors requiring electricity will be placed where electricity is most easily accessible.

### Character & Arrangement of Exhibit:

Use of or the operation of machinery which is of sufficient volume to annoy neighboring exhibitors will **NOT** be permitted. Any interference with the light and space of other exhibitors is prohibited. Display material exposing an unfinished surface to neighboring booths is **NOT** permitted and must be finished at the expense of the exhibitor. The Business Expo Committee reserves the right to have such finishing done, billing the exhibitor for charges. All materials used in the decoration must be flame resistant. Combustible materials or explosives are **NOT** permitted.

Each vendor needs to be responsible for their area and booth. After the tradeshow, vendors are required to remove the trash and supplies from their respective areas. A fee will be imposed to vendors if additional clean-up is required.

Plywood squares must be placed under any object weighing more than 50 pounds to help with weight distribution. Squares will be available at the Sports Center during set-up. No tape (except blue painters tape) can be put onto the floor in any area of the Sports Center at any time.

### **Alcohol:**

All exhibitors will be prohibited from distributing alcohol from their booths. Two cash bars will be available for exhibitors and attendees during the VIP Reception.

### **Cancellation:**

**NO REFUNDS** will be made for exhibitor cancellation. If booth space is not occupied by 10:30 a.m. on Tuesday, October 16, the Business Expo Committee shall have the right to use such space as it sees fit. In the event of flood, fire, strikes, riots, civil commotion or other uncontrollable circumstances, which would render the exhibit area unavailable for use 10 days prior to the opening date, 50 percent of the money paid for rental will be refunded.

### **Removal Time:**

**Dismantling of booth may NOT begin until after 7:30 p.m. on Tuesday, October 16, 2018.** Any exhibitors who dismantle their booths prior to 7:30 p.m. will be charged a \$100 penalty. All booths must be dismantled by 9:00 p.m. (A select number of booths in a designated area will be permitted to exhibit only during the Job Fair hours and will dismantle their booths before the start of the VIP Reception.)

### **Security:**

The exhibitor should insure their exhibit against loss or damage. All property of an exhibitor is understood to remain in their care, custody and control. Exhibitor agrees to maintain fire and extended coverage insurance on the contents located within the exhibit booth.

### **Giveaway Items and Door Prizes:**

The Expo Committee reserves the right to approve any and all giveaway items, which an exhibitor may offer. This includes (but is not restricted to) such items as: door prizes, pens, note pads and balloons. Approval of any give away item should be secured before orders are placed. The purpose of this restriction is to eliminate potential public hazard and nuisance. **Each exhibitor will donate one or more door prizes to be given away during the show at the exhibitors own booth. Each prize should have a minimum value of \$25.** The Expo Committee feels that grand prizes and a large selection of door prizes given away will help draw a large continuous crowd to the Expo. Each booth will handle the drawing and distributions of its individual prize but must inform the Expo Committee of the name of the winner.

### **Major Door Prizes:**

During the VIP Reception, the Chamber will give away at least three major door prizes valued at \$500 or more, which will be donated by sponsors. These grand prizes and donors' names will be recognized at the Expo. Winners need not be present to win.

### **Insurance and Liability:**

Exhibitor shall carry their OWN insurance. The Eau Claire Area Chamber of Commerce, Eau Claire Indoor Sports Center and the listed Business Expo sponsors assume no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other cause whatsoever, and the Exhibitor expressly agrees to save and hold harmless the Eau Claire Area Chamber of Commerce, Business Expo sponsors and the exhibition facility and their respective management agents and employees from any and all liability resulting from injuries and damage to exhibitor, its agents, employees, and attendees, person, and/or properties in connection with the exhibitor's use of the exhibit space. Neither the Eau Claire Area Chamber of Commerce, the Business Expo Committee, the City of Eau Claire, Eau Claire Indoor Sports Center and Business Expo sponsors, their members, employees, agents nor representatives will be responsible for any injury, loss or damage that may occur to the exhibitor, to the exhibitor's employees or property from any cause whatsoever.

### **Location of Exhibit and Registration:**

All measurements shown on the floor plan are approximate. The Expo Committee reserves the right to make any and all modifications necessary.

# Eau Claire Indoor Sports Center

- 1 Ticket Counter/Exhibitor Check-In
- 2 Expo Booth Entrances
- 3 Seminar Room
- 4 Main Entrance
- 5 Exhibitor Lounge

- 6 Exhibitor Set-Up Entrances
- 7 Marketplace
- 8 Open Tables for Interviews
- \*Premier Booth
- Food Vendor

**BOOTH INFO:**

8' deep x 10' wide  
Max exhibit height 8'

**BOOTH PRICE INCLUDES:**

8' table, table cloth, skirting, pipe, drape & 2 chairs.



This application for booth space, for the Business Expo on Tuesday, October 16, 2018 at the Eau Claire Indoor Sports Center, which will become a contract upon acceptance, is based upon the plan of exhibits, rates and general exhibit information as outlined under Policies and Procedures for Exhibitors.

Company/Organization: \_\_\_\_\_  
**THIS IS HOW IT WILL APPEAR ON ALL ADVERTISING**

Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_ Authorized By: \_\_\_\_\_  
Contact Person (to receive all Expo correspondence): \_\_\_\_\_

**NARRATIVE DESCRIPTION:** Please provide a description of either your business or an item you would like to promote in your booth during the Expo (350 character limit). This information will be printed in our Business Expo Tabloid.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. NUMBER OF BOOTHS:** 1) Type of Booth: \_\_\_\_\_ Regular Booths \_\_\_\_\_ Premier Booths (see map\*)  
2) Booth Placement: \_\_\_\_\_ General Show Floor \_\_\_\_\_ Job Fair Only Booth (see page 2 of contract)

If you exhibited last year, would you like your same booth(s):  Yes  No Please list last year's booth #: \_\_\_\_\_

**B. BOOTH COST:** (see chart on reverse page) .....\$ \_\_\_\_\_  
All booths are approx. 8' deep, 10' wide and will include one 8' table, 2 chairs, tablecloth & skirting, and pipe & drape.

**C. TABLES, TABLE SKIRTS, TABLECLOTHS & CHAIRS:**

As stated above, your booth fee includes one 8' table, one white table skirt, one white tablecloth & two chairs.

Please confirm you want the items in your booth by checking each one: \_\_\_\_\_ Table \_\_\_\_\_ Skirt \_\_\_\_\_ Cloth \_\_\_\_\_ Chairs

\*Only those items checked with be ordered. If you require only one chair, just place a "1" before "Chairs."

If additional tables, skirts, cloths or chairs are needed, please request them below, noting the additional fee(s):

Additional tables needed (\$15 ea.): \_\_\_\_\_ Additional table skirts needed (\$10 ea.): \_\_\_\_\_  
Additional tablecloths needed (\$15 ea.): \_\_\_\_\_ Additional chairs needed (\$2 ea.): \_\_\_\_\_

<b>TOTAL ADDITIONAL NEEDS</b>
\$ _____

**D. ELECTRICITY:** Do you need electricity?  YES  NO (One plug-in, 110 volts provided at \$20 each) \_\_\_\_\_ Qty. @ \$20 each = \$ \_\_\_\_\_

\*Please describe equipment you will have in your booth that requires power: \_\_\_\_\_

**E. WIFI:** WiFi is available on a limited basis. Only those requested will be available. \_\_\_\_\_ Qty @ \$15 per access = \$ \_\_\_\_\_

**F. EXPO TAB ADVERTISING:** (see Policies and Procedures for details) **AD SUBMISSION DEADLINE: September 1, 2018**

Do you want to place a full-color ad in the Business Expo Tab?  YES  NO  
Size (choose one):  Back Cover (\$800)  Full Page (\$400)  Half Page Vert. (\$250)  
 Half Page Horz. (\$250)  Quarter Page (\$160)

Advertising Cost = \$ \_\_\_\_\_

**G. OUTDOOR VEHICLE DISPLAY BOOTH:** A limited number of booths are available on a first come basis.

(Rate applies to those already exhibiting at the Expo. If not exhibiting, the standard booth rates would apply. \_\_\_\_\_ Qty. @ \$50\* each = \$ \_\_\_\_\_

**H. SPONSORSHIP OPPORTUNITIES:** See attached flyer for detailed description of each sponsorship.

\_\_\_\_ VIP Reception Sponsor - \$1,800 (2 available)..... \$ \_\_\_\_\_  
\_\_\_\_ Exhibitor Lunch Sponsor - \$400 ea. (1 available) ..... \$ \_\_\_\_\_  
\_\_\_\_ Seminar Room Sponsor - \$325 (1 available)..... \$ \_\_\_\_\_  
\_\_\_\_ Major Door Prize Sponsor - \$500 minimum value (unlimited available) Please describe (if non-monetary, please also list value): \_\_\_\_\_

Expo Committee will confirm sponsorship acceptance by June 1, 2018.

**Total Amount Due (add lines A - H):** \$ \_\_\_\_\_

I. **JOB FAIR:** Will you be participating?  YES\*  NO  
 \*If yes, what will you accept?  Resumes  Applications  Internships  Apprenticeships  Other \_\_\_\_\_

J. **COST OF EXHIBIT SPACE:**

BOOTH TYPE & DESCRIPTION	EARLY BIRD RATE On/before May 1	STANDARD RATE After May 1
REGULAR BOOTH	\$450 Member \$750 Non-Member	\$505 Member \$805 Non-Member
PREMIER BOOTH (see map for booth layout)	\$525 Member \$825 Non-Member	\$575 Member \$875 Non-Member

K. **ARRANGEMENT OF EXHIBITS:** All display fixtures over 4 feet in height must be confined to the back five feet of the booth. Maximum height of 8 feet for exhibits.

L. **SET-UP:** (From 7 - 10:30 a.m.) All exhibitors will be assigned a set-up time, and all booths must be set up by 10:30 a.m. Please indicate any special requests in regard to set-up time: \_\_\_\_\_

M. **SUBLETTING OF SPACE:** Exhibitor agrees not to assign, sublet or apportion space of any part that is allotted to him/her, nor to exhibit or advertise goods other than manufactured or sold by him/her in the regular course of business unless approved in writing by the Expo Committee.

N. **DISPLAYS & DECORATIONS:** Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise or equipment shall be left in any aisle, but shall be confined to exhibit space. No signs or advertising devices shall be displayed outside of the exhibit space as to interfere with any neighboring exhibits.

O. **BRIEF STATEMENT ABOUT THE EXHIBIT AND TYPE OF SERVICE OR PRODUCTS TO BE DISPLAYED:** \_\_\_\_\_

P. **EACH EXHIBITOR IS REQUIRED TO GIVE AWAY A DOOR PRIZE WITH A VALUE OF AT LEAST \$25. (AT YOUR BOOTH)**  
 Describe your door prize (registration slips will be provided). \_\_\_\_\_

Q. **DESCRIBE ANY PROMOTIONAL GIVEAWAYS:** \_\_\_\_\_

To guarantee a booth, the signed contract and appropriate booth fee must be received per the deadlines above. Failure to submit full booth payment and signed contract by this date will subject exhibitor to forfeiture of any priority booth location, and exhibitor will be required to submit additional fees. (See Section J for additional fees and deadlines.) In addition, the Chamber Board established a policy that no exhibitor may set up its display booth at the Expo until all booth fees are paid in full. **If booths are dismantled before 7:30 p.m., exhibitor will be charged a \$100 penalty.**

I have read the contract and the "Policies and Procedures for Exhibitors" and agree to the terms and conditions as stated.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon receipt of your completed application and payment in full, additional information will be sent to you regarding the Expo as well as a confirmation of space.

**PAYMENT OPTIONS:**

- Make check payable and mail to: Eau Claire Area Chamber of Commerce, 101 N Farwell St, Eau Claire, WI 54703
- Credit card payment: Call the Chamber at 715-834-1204 to pay via credit card

**- Please make a photocopy of this contract for your records -**

**Thank you! See you at the 2018 Business EXPO & Job Fair!**

**OFFICE USE ONLY** (to be completed by Chamber staff)

Date: \_\_\_\_\_ Inv.#: \_\_\_\_\_ Amt. Paid: \$ \_\_\_\_\_ Assigned Booth#:

Check #: \_\_\_\_\_ Paid via Credit Card  Balance Due: \$ \_\_\_\_\_