



Eau Claire Area Chamber of Commerce 2017 Business Expo Food Vendor Contract

We agree to participate in the **Eau Claire Area Chamber of Commerce's 2017 Business Expo VIP Reception on Tuesday, October 17, 2017 from 4:30-7:30 p.m. at the Eau Claire Indoor Sports Center.** We agree to exhibit under and comply with the Rules and Regulations governing the show, which is part of this contract.

Food Vendor Policies and Procedures

1 Contract for Space: This application for exhibit space, together with the Rules and Regulations constitutes a contract for the right to exhibit at the Eau Claire Area Chamber of Commerce 2017 Business Expo VIP Reception. The exhibitor also agrees to comply with the rules and regulations of Eau Claire Indoor Sports Center.

2 Membership: Your membership with the Eau Claire Area Chamber of Commerce must be current prior to registering. If your membership becomes delinquent, you will lose your 2017 Business Expo booth space.

3 Booth Space: Each Booth Space is 10' x 8' and includes the following:

- One (1) 8' Long Table
- One (1) White Table Cloth
- One (1) White Disposable Table Skirt
- Two (2) Folding Chairs
- Electricity

Booth Space will be assigned by the Chamber to make sure these booths are equally distributed throughout the event site.

The Eau Claire Area Chamber of Commerce reserves the right to assign or reassign exhibit space as deemed appropriate, for any reason, to the best interest of the show and to prohibit any exhibit deemed inappropriate.

4 Cost: Subject to the rules below, eight exhibitors will be given a complimentary booth space provided, however, that they agree to provide a minimum of 700 "Taste" samples to be given out free of charge during the VIP Reception.

- The Business Expo Committee will award the eight complimentary booths at its sole discretion.
- Exhibitors will be required to provide a description of their menu item to the Expo Committee for selection purposes.

5 Use of Booth Space: All displays and booth contents shall be confined to your designated booth area. No exhibit may obstruct or hinder the exhibitor's view of attendees or other exhibitors. Aisle space may not be used for exhibit purposes or signage.

- Exhibitors will provide their own serving dishes, plates, napkins and/or utensils to serve their food.
- All food must be prepared off site. There is no kitchen at the facility. A refrigerated truck and a prep area will be available.
- Exhibitor shall not throw trash or any other material in the aisle space or on the floor or otherwise take any action which detracts from the appearance of the exhibits or the Expo, or which will endanger or inconvenience Expo attendees or other Exhibitors.
- Exhibitors shall not obstruct the view of or access to fire safety equipment or exits as relative to fire code.
- In constructing and operating its exhibit, the Exhibitor shall not post, tack, nail, screw, or otherwise attach an item to any columns, walls, floors, or any other part of the building or furniture which are rented or leased from the Eau Claire Indoor Sports Center. Any damage to the Eau Claire Indoor Sports Center facility by the Exhibitor or their employees or agents must be paid for by the Exhibitor causing such damage.

- The Eau Claire Chamber of Commerce reserves the right to limit, alter or modify any exhibit that does not comply with the overall quality of the show. This reservation regards persons, things, conduct, printed material, catalogs, etc.
- Reasonable operation of any sound, video or other communication device will be permitted.

6 Subletting Booth Space: No exhibitor shall assign, sublet, or apportion the whole or any portion of their allotted Booth Space, nor any exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.

7 Exhibit Booth Set-Up and Tear Down: Exhibitors have the option to exhibit at the entire show or may choose to exhibit only during the VIP Reception. If exhibiting for the entire show, set up begins at 8 a.m. on Tuesday, October 17. If Exhibitor chooses to just attend the VIP Reception, set up will begin at 3:30 p.m. and must be completed by 4:30 p.m. on Tuesday, October 18. Exhibitors shall immediately close and remove its exhibit and **Eau Claire Indoor Sports Center by 9:00pm on Tuesday, October 18.**

8 Exhibit Hours: The 2017 Business Expo & Job Fair will be open to the public from 11:30 a.m. – 3:30 p.m. on Tuesday, October 18 and will reopen for a VIP Reception from 4:30-7:30 p.m.

- Exhibitor shall operate its exhibit at all times during the hours the Expo is open unless the Exhibitor has previously indicated that it only intends to exhibit during the VIP Reception .
- Exhibitor shall not remove its exhibit, or any part thereof, prior to 7:30 pm on Tuesday, October 17, 2017, without receiving consent from the Chamber. Removal of any portion of the exhibitor’s booth before 7:30 pm on Tuesday, October 17, 2017, will forfeit their registration for the 2018 Business Expo & Job Fair.
- Exhibitor understands that even if they run out of samples, they will remain at their booth until 7:30 pm to promote their business and the Business Expo VIP Reception.

9 Media Deadline: To be included in promotional materials, the contract must be received by **Wednesday, August 2.**

10 Licensing: Restaurants, Beverage, and Food Providers are required to turn in all valid food licensing certificates and follow all health department protocol given to them. If the Chamber feels that the Exhibitor does not comply with these requirements then the Chamber shall reserve the right to deny the application.

11 Insurance: Exhibitors are advised to obtain insurance at their own expense, against damage or loss of exhibit material and public liability insurance against personal injury of others. The Eau Claire Area Chamber of Commerce will not be responsible for any personal injury or damage by loss of fire, theft, malicious action or accidents to exhibits. The Eau Claire Area Chamber of Commerce is released from any and all liability for damages to any person or goods, resulting from an exhibitor’s participation in this event.

12 Indemnification and Release: Exhibitors agree to indemnify and hold the Eau Claire Area Chamber of Commerce harmless from all claims and losses against the Eau Claire Area Chamber of Commerce because of injury or damage to person or personal property arising from the exhibitor’s participation in the Eau Claire Chamber of Commerce’s Business Expo & Job Fair.

13 Cancellation of Expo: If the Eau Claire Area Chamber of Commerce is unable to hold this event due to a physical disaster or any other occurrence beyond its control, the exhibitor expressly absolves the Eau Claire Area Chamber of Commerce of any liability for losses resulting from such an occurrence. The Eau Claire Area Chamber of Commerce will make every effort to reschedule the Expo. In the event that we are unable to do so, the Exhibitor shall still be responsible for full payment of Booth Space.

14 Decisions and Interpretations: Decisions and interpretations of the Rules & Regulations shall be made solely by the Eau Claire Area Chamber of Commerce and shall be binding upon all parties.



FOOD VENDOR CONTRACT

***Booth space is at No Charge with the agreement to provide a minimum of 700 "Tastes".**

Booth space includes:

- One (1) 8' Long Table
- One (1) White Table Cloth
- One (1) White Disposable Table Skirt
- Two (2) Folding Chairs
- One (1) Waste Receptacle
- Electricity (if needed)

***Exhibitor is to provide all their own Serving Dishes, Plates, Napkins and/or Utensils to serve the food.**

***Contract must be received by Wednesday, August 2, 2017 to be included in promotional materials.**

Name of Business (as it should appear in Expo publicity): _____

Address of Business: _____

Phone Number of Business: _____

Contact Person: _____

Email Address: _____ Phone: _____

Do you need electricity? _____

_____ I plan to exhibit only during the VIP Reception. OR _____ I plan to exhibit for the entire day.

How will your food be prepared?

(check all that apply)

_____ Pre-packaged and Ready to Serve

_____ Cooking on Site

Method of cooking to be used

_____ Cooked in Advance & Warmed on Site

_____ No Cooking Required

_____ Refrigeration Needed

_____ Other

Description of item(s) to be served (include three options in order of preference for the Committee to select):

_____ Yes, I will provide two dozen samples of the above menu items at 10 a.m. on August 3 to help assist the Committee's selection. OR _____ No, I will not be providing samples for the Committee's tasting.

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 used in marketing material.

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

Authorized Signature: _____ Date: _____

Please make a copy of this contract for your records

CHAMBER USE ONLY

Date Contract Received _____ **Booth Number Assigned** _____