

HAYSVILLE COMMUNITY EXPO

April 17, 2010

**Haysville Middle School
900 W. Grand
9am-3pm**



Haysville Chamber of Commerce members *ONLY* may reserve a booth for \$75 until March 1. A limited number of booths have electricity for an additional \$25. After March 1, any remaining booths will be available to members and non-members alike for \$100. Your booth will be reserved when your application and fee is received.

Each booth space will be 8'x10' and include an 8' draped display table, draped backdrops and dividers, exhibitor's name on booth sign, wastebasket and 2 chairs.

**SET UP: 5-7pm April 16
7-8:30am April 17. We strongly encourage Friday night set up.**

TEAR DOWN: 3-4pm April 17

Send registration form and check to:

Haysville Chamber of Commerce
P.O. Box 372
Haysville, KS 67060

If you have any questions please contact the
Chamber Office at 529-2461 or email
haysvillechamber@gmail.com

The Chamber is located at 150 Stewart Avenue.

Registration Form

Exhibitor _____ Email _____

Address _____

Contact Person _____ Phone _____

Please Check: Booth Booth with Electricity (Extra)

Will you be supplying door prize(s)? _____

I agree to the policies found on the back of this page _____

Signature

Haysville Community Expo Exhibitor Policy

The Haysville Community Expo is an opportunity for Haysville area businesses, organizations, and non-profit groups to reach citizens and more importantly potential citizens with the benefits of their entity in a way that best shows the benefits of the community. It is for this reason we have the following policies:

CHARACTER OF EXHIBITS

Each exhibitor agrees to display only products or services which are sold in the exhibitor's regular course of business and which are identified on the front side of this agreement, with the exception of door prizes. The Haysville Chamber of Commerce reserve the right to reject any exhibit, or part thereof, which is not in keeping with the character, good taste, spirit and nature of the Haysville Expo.

INSTALLATION OF EXHIBITS

The installation of exhibits must be completed during the official move in hours of the show. Installation or removal of exhibits after the opening of the show will not be permitted. All exhibits must be ready for display ½ hour before show opening. Booths must have personnel present at all times.

SUBLET/SHARING SPACE

An exhibitor shall not assign, sublet or share the whole or any part of the allotted space. When it is necessary to use the equipment of another distributor or dealer whose equipment could be displayed separately, then no advertising of that equipment may be in evidence.

No exhibit may include signage promoting products, vendors or services other than those listed on the front side of this Agreement.

UNOCCUPIED SPACE

If an exhibitor fails to occupy space contracted for, or fails to comply in any other respect with the terms of the Haysville Chamber of Commerce Expo agreement, the Chamber Expo officials have the right to rent such space without releasing the exhibitor from the sum agreed upon in this agreement. A penalty of \$50.00 will be charged for failing to comply.

REMOVAL OF EXHIBITS

Exhibits must remain intact until the official close of the Expo. Props and properties cannot be removed before that time without the written permission from the Expo Committee. (To preserve the character of the Expo during advertised hours and to protect the safety of show attendees, exhibitors removing displays, materials or dollies prior to public closing will be fined \$250.00 for breach of contract). You will have until 4pm April 17 to remove all of your possessions from your booth. There will be a \$50 removal fee for large items left behind.

Space must be left in the same condition as it was found. All trash which does not fit in the provided wastebasket must be removed to proper bins.

AMMENDMENTS

Haysville Chamber of Commerce shall have full power to interpret these rules and to change the location of booths. Whenever these rules do not cover an eventuality, the Chamber Expo Committee reserves the right to make such rulings as may appear to be in the best interest of the Expo and the exhibitor agrees to accept and abide by such rulings. There is no limit to the number of businesses that sell or represent the same industry or product. There will be no exclusives given. Exhibitors may sell from their booths any product made available by their business. They may solicit for business or donations.

Possession or use of alcohol or tobacco products is strictly prohibited in the building and parking lots!