

# SPACE AGREEMENT & CONTRACT

## ‘Business EXPO 2010’ November 5 – 6, 2010



In completing this contract, Exhibitor agrees to provisions set forth in ‘Rules & Regulations’ provided.

Exhibitor Firm (Please print): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Contact Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Business Telephone: *\*To be published in official ‘Business EXPO 2010’ brochure* (\_\_\_\_\_) \_\_\_\_\_

**The Exhibitor may reserve the exhibit space(s) of his/her choice after payment has been paid in full to the Chamber of Commerce. Any exhibitor cancelling booth space after October 1, 2010 forfeits this fee.** This deadline is dictated by an agreement with the event venue. Each booth will consist of an 8' draped backdrop, two 36" draped side rails and an identification sign with your company’s name. The drape colors this year are burgundy and gray. **The Forum will provide one 8’ table with skirting, 2 chairs, electricity, and wireless internet for each booth.** Exhibitors are responsible for providing booth carpet and any additional tables or chairs needed along with an extension cord to access electricity and hooks to hang any additional signage. (A listing of these resources can be obtained from the Chamber.) There are two types of booths available in the Exhibition Hall: the standard 8’x10’ unit that is open on one side; and the corner 8’x10’ unit that is open on two sides. The cost of each 8’x10’ unit is as follows:

	Registration Date	Regular Unit	Corner Unit
‘Early Bird’ Fee	By August 31 <sup>st</sup>	\$255.00	\$280.00
Standard Fee	After August 31 <sup>st</sup>	\$305.00	\$330.00

***\*There is a \$25 discount for each additional booth.*** Exhibitor will need a total of \_\_\_\_\_ (8’D x 10’W) booths.

**\*Vendor Breakfast:** All vendors are required to send at least one representative to the annual Vendor Breakfast which will take place on **Wednesday, September 15, 2010** 8:00am – 9:30am (Location TBA).

**\*Booth Set Up:** Friday, November 5, 2010. \*Exhibitors must deliver all necessary booth items **by 3:00pm**, though booth setup may continue until 4:00pm. **No load-in will be permitted 3:00pm – 4:00pm.**

**Booth Number Preference:** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

*\*See Booth Layout diagram for venue layout.*

**Booth(s) Assigned:** \_\_\_\_\_ **TOTAL DUE:** \_\_\_\_\_  
*\*To be completed by Chamber staff.* *\*To be verified by Chamber staff.*

**Payment Method:**  Check/Money Order Enclosed  Visa/MasterCard/American Express/Discover Card  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

I agree that the above information is correct and that I will abide by all of the Rules & Regulations as printed below. I understand that payment must be made in full to the Chamber before my booth(s) will be held and that all booths will be sold on a first come first served basis.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAIL TO:** Greater Rome Chamber of Commerce  
 Attention: Lowell Pratt  
 1 Riverside Parkway  
 Rome, GA 30161

**FAX TO:** Greater Rome Chamber of Commerce  
 Attention: Lowell Pratt  
 706-232-5755  
**EMAIL TO:** lpratt@romeiga.com

# **RULES & REGULATIONS**

*Please initial by each of the Rules & Regulations.*

1. **Contract For Space.** This application for exhibit space, together with the Rules & Regulations, constitutes a contract for the right to exhibit at the Greater Rome Chamber of Commerce Business EXPO 2010. The Exhibitor also agrees to comply with the Rules & Regulations of The Forum.
2. **Membership.** Your membership with the Greater Rome Chamber of Commerce must be current prior to registering. If your membership account becomes delinquent, you will lose your Business EXPO 2010 booth.
3. **Door Prizes.** If you choose to have a door prize at your booth, the Chamber will announce your winner from the Chamber booth ONLY. You will be responsible for providing the Chamber staff with the information you would like to be announced.
4. **Payment.** Payment for exhibit space is due at the time of the booth reservation. NO REFUNDS WILL BE GRANTED AFTER OCTOBER 1, 2010.
5. **General Restrictions.** The Exhibitor agrees to abide by the following General Restrictions:
  - a. **Rights Reserved.** The Chamber of Commerce reserves the right without recourse to prohibit any exhibit or part of any exhibit which, in their opinion, is not suitable or in keeping with the character of Business EXPO 2010. This reservation regards persons, things, conduct, printed matter, catalogs, etc. Aisle space may not be used for exhibit purposes or for displayed signs.
  - b. **Apportioning.** No Exhibitor shall assign, sublet, or apportion the whole or any portion of space allotted, nor exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.
  - c. **Soliciting.** Firms or representatives of firms who have not paid for exhibit space are prohibited from soliciting business in any form in the exhibition area. Violators of this prohibition will be promptly ejected from the exhibition area.
  - d. **Public Area.** The use of any public area outside of the exhibit area for the display of products and/or services, for demonstrations, or the distribution of circulars, samples or other material is prohibited.
  - e. **Audio.** No application of audio that interferes with adjoining exhibits will be permitted in the exhibit area.
  - f. **Damage to Venue.** Tacking, posting, taping, or nailing signs, banners, etc. to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by the Exhibitors or their employees or agents must be paid for by the Exhibitor causing such damage.
  - g. **Banners/Signs.** Banners/Signs not provided by the Chamber as part of this event may not be placed anywhere outside your booth in The Forum. Banners/Signs shall not obstruct the view of any other booth. You will be asked to remove these signs from the booth area.
  - h. **Bottled Glass.** THE USE OR STORAGE OF BOTTLED GAS IS PROHIBITED.
6. **Fire Regulations.** No explosives, fuel, combustibles or hazardous materials, decorative materials neither fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into The Forum.

7. **Electrical Compliance.** All electrical, pneumatic, and hydraulic equipment must meet the requirements of all applicable electrical and safety codes.
8. **Display & Construction Regulations.** No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines. Booths are not allowed to be over 10 feet tall.
9. **Booth Awards.** Each Exhibitor will have the opportunity to have his/her booth judged for two contests. An anonymous panel of judges will examine each booth and will choose a 'Best In Show.' Visitors of Business EXPO 2010 will be encouraged to cast a ballot for the 'People's Choice Award.' This year's theme will be 'Everyday's a Holiday When You ShopRome<sub>SM</sub>!' Booth décor may pertain to any recognized holiday (i.e. Thanksgiving, Christmas, Hanukah, St. Patrick's Day, Flag Day, Halloween)

**'Best In Show' Grand Prize will be a free booth at 'Business EXPO 2011.'**  
**'People's Choice' Prize will be a \$100.00 booth discount at 'Business EXPO 2011.'**

10. **Exhibit Days & Hours.** Exhibitors must deliver all necessary items for their booths by 3:00pm on Friday, November 5, 2010, though setup may continue until 4:00pm. No load-in will be permitted 3:00pm – 4:00pm. 'Business EXPO 2010' operating hours are as follows:

- |   |  |
|---|--|
| • Friday, November 5, 2010 4:00pm – 5:00pm    | <b>Vendor Networking *New!</b>                     |
| • Friday, November 5, 2010 5:00pm – 8:00pm    | <b>Business After Hours (Chamber Members Only)</b> |
| • Saturday, November 6, 2010 10:00pm – 3:00pm | <b>Open to the Public *New Hours!</b>              |

Your booth must be staffed and remain open during show hours. **Please DO NOT begin dismantling your booth until AFTER 3:00pm on Saturday, November 6, 2010.** However, announced exhibit hours may be changed any time at the discretion of the Chamber. Participants who begin dismantling booth prior to 3:00pm will not be permitted to exhibit in Business EXPO 2011.

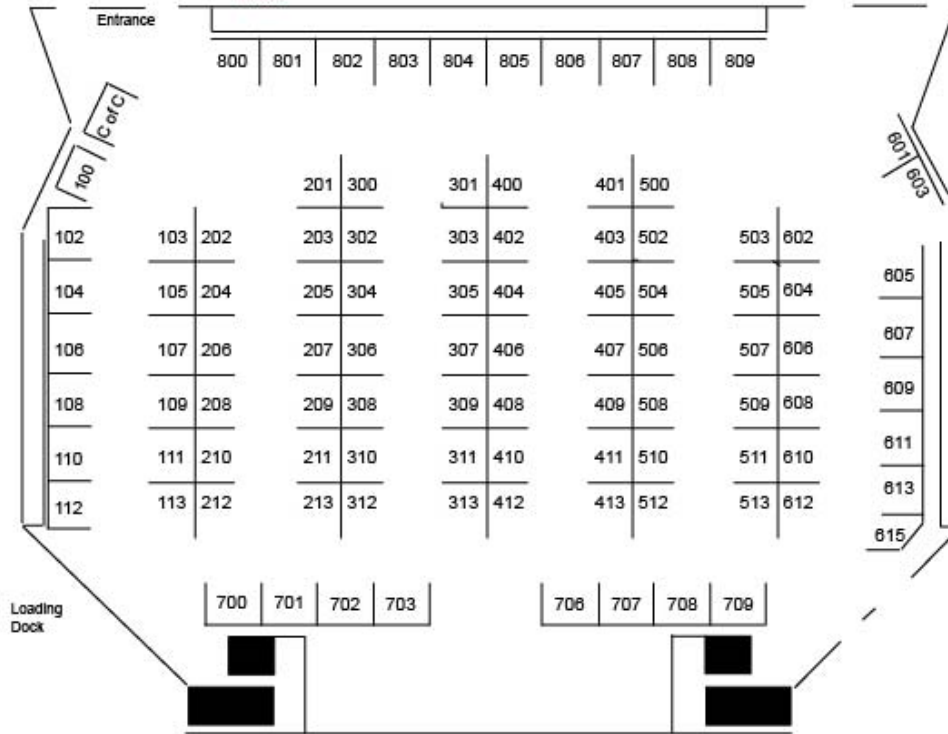
11. **Load-In.** All booth materials must be placed in The Forum arena between 8:00am and 3:00pm on Friday, November 6, 2010. Booth set-up hours will be 8:00am – 4:00pm. Therefore, no load-in of booth materials will be permitted 3:00pm – 4:00pm, though set-up may continue until 4:00pm.
12. **Load-Out.** All booth materials must be removed from The Forum arena on Saturday, November 6, 2010 between 3:01pm and 4:30pm. No items will be allowed to remain at The Forum.
13. **Published Hours.** Any exception to the published hours will result in an additional expense to the Exhibitor computed at the established show contractor's day and overtime labor rates and also may affect your availability to participate in Business EXPO 2011.
14. **Vehicle & Motor Regulations.** Any exhibitor displaying a vehicle or gasoline powered motor must abide by the following guidelines:
  - a. A protective covering must be placed under the vehicle.
  - b. No more than 1/4 tank of gas may be in vehicle.
  - c. The gas cap must be locked.
  - d. The battery must be disconnected.
15. **Vendor Breakfast.** A representative from your business MUST attend the Vendor Breakfast on Wednesday, September 15, 2010 8:00am – 9:30am. *(Location to be announced).* Rules & Regulations will be reviewed at this time.

All other applicable rules of The Forum will be in effect. A copy of these rules may be obtained at The Forum. The Greater Rome Chamber of Commerce will not be held liable for any injuries or damages incurred during **Business EXPO 2010.**



# Business EXPO 2010

*'Everyday's a Holiday When You Shop Rome...!'*  
November 5 - 6, 2010. The Forum.



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