

**Chino Valley
Chamber of Commerce**



Saturday, October 9, 2010

9:00 a.m. to 3:00 p.m.

Open to Public • Free Admission

VIP Reception, Friday, October 8, 5:00 p.m. to 7:00 p.m.

(Private Party Open Only to Sponsors, Exhibitors, Chamber Members & Invited Guests)

Commons at Chino Hills

(SE Corner Chino Hills Parkway & Ramona Avenue)

EXHIBITOR BOOTH APPLICATION

Please Read this Document & Event Policies on Reverse. Please Print Legibly.

Complete application and bring to Chamber Office along with your payment. Retain copy of Application and Event Policies for your records.

Exhibitor Name: _____ Product/Service to be exhibited:** _____
 Name on Sign (if differs): _____ Telephone: _____
 Contact Name: _____ Fax No.: _____
 Street Address: _____ Email Address: _____
 City/State/Zip: _____

****Seller's Permit:** If you will sell products, you MUST attach a photocopy of your valid California Seller's Permit and display a copy in your booth at all times.
Liability Insurance is Required: All exhibitors MUST furnish "Certificate of Insurance" with "Additional Insured Endorsement" no later than October 1. See "Liability/Security" on reverse. If you do not currently have Commercial Liability Insurance, contact the Chamber.

CHOOSE EXHIBITOR TYPE BELOW

REGULAR EXHIBITOR: Rates below include full trade-show type exhibitor booth, with all equipment provided, including one 10' x 10' canopied booth, pipe-and-drape, one 8' table with tablecloth and skirt; two chairs; and one exhibitor identification sign (approx. 7" x 45"). Electricity is extra and must be arranged in advance on this application.

	If Paid by <u>Sept. 23</u>	If Paid After <u>Sept. 23</u>	
<input type="checkbox"/> Chamber Member (regular)	\$ 325	\$ 375	_____ extra chairs @ \$ 2.00 ea.
<input type="checkbox"/> Non-Chamber Member	\$ 395	\$ 450	_____ extra tables @ \$25.00 ea.
<input type="checkbox"/> Member Service Club or Charitable Org.	\$ 250	\$ 300	_____ electrical* @ \$50.00
			*Selected locations only; See Expo Site Layout Max. 15 amps; Computers require backup battery
<input type="checkbox"/> Double Booth - 10' x 20' (Members Only)	\$ 550	\$ 600	Total: \$

Regular Exhibitors will choose their preferred booth location. Exhibitors must visit the Chamber Office after September 6 to select space from the Expo Site Layout. Site selection will be on a first-come, first-served basis. Payment for exhibitor space must be made at time of site selection. Chamber reserves the right to make necessary adjustments to final site layout based on equipment availability, safety, security or other reasons.

ECONOMY EXHIBITOR: **\$150** **\$175** **No equipment provided; no electrical**
 Rate includes a marked space in the parking lot only. No canopy, tables, chairs, linens, signage, etc. will be provided by Chamber. Exhibitor must bring ALL equipment necessary to set up your booth within the marked space. No choice of booth location will be available. All exhibitor spaces will be assigned by Chamber on a first come, first served basis. Payment must accompany application. Exhibitors wishing to change from Economy Exhibitor to Regular Exhibitor at a later date will be accommodated ONLY if Regular Exhibitor space is available and following payment of all additional fees.

Confirmation of your Exhibitor Space, along with other important Expo information, will be e-mailed or faxed to you ONLY after your Liability Insurance Endorsement and Seller's Permit (if required) are received. Please be sure to open all "BUSINESS EXPO" e-mail messages to ensure you have the most up-to-date information.

PAYMENT INFORMATION: Make checks payable to "Chino Valley Chamber of Commerce," or complete the following:

Visa MasterCard American Express Discover

Acct. No.: _____ Exp. Date: ____/____ 3-digit code on back of card: _____
 Name on Card: _____ Authorized Signature: _____

For Chino Valley Chamber Use:	Date	Date	
___ Application Received	_____	___ CA Seller's Permit Received	_____
___ Liability Insurance Received	_____	___ Bankcard Authorization # _____	_____
___ Confirmation Emailed/Faxed:	_____		

Booth #

Sponsorship Level

BUSINESS EXPO EVENT POLICIES

Date/Time/Location

1. The 2010 Business Expo & Family Faire (EXPO) will be held at the Commons at Chino Hills, which is located at Chino Hills Parkway and Ramona Avenue in Chino Hills. The Expo will be held in the parking lot by Toys R Us.
2. EXPO kick-off is Friday, October 8, with a private VIP Reception from 5:00 to 7:00 p.m. at the EXPO site. This is your opportunity to network with Chamber members, local dignitaries, EXPO exhibitors and invited guests.
3. On Saturday, October 9, EXPO hours are 9:00 a.m. to 4:00 p.m. Plan to arrive early. Booth set-up may begin at 6:00 a.m. and must be completed by 8:30 a.m. All vehicles must be clear of the Expo area by 8:30 a.m.

Liability/Security

1. *The Chino Valley Chamber, the Commons at Chino Hills, and Sponsors (hereafter known as "Event Organizers") are not responsible for any loss or damage to any equipment and/or display items. Event Organizers assume no liability for any product, service, misrepresentation or mishap due to neglect or oversight on the part of exhibitors.*
2. The Chamber's Liability Insurance does not cover your liability nor lost or stolen property. **All exhibitors must furnish a Certificate of Insurance listing an "Additional Insured" endorsement to read: Chino Valley Chamber of Commerce, 13150 Seventh Street, Chino, CA 91710, (909) 627-6177, Fax (909) 627-4180. Re: October 8-9, 2010, Business Expo & Family Faire at the Commons at Chino Hills, Chino Hills, California. Failure to supply said insurance endorsement by October 4 may result in booth cancellation.**

Exhibitor Equipment Set-up & Removal

1. Each exhibitor booth or space will be numbered. A site layout will be provided to help you locate your assigned booth or space. Each exhibitor booth will be issued two "EXPO EXHIBITOR" tags affixed to lanyards which should be worn by booth staff for identification purposes.
2. **Regular Exhibitor Fee** includes one 10' x 10' canopied space, one 8' table with tablecover and skirt, two chairs and one sign with exhibitor name and booth number. Exhibitors are responsible for these items and will be charged for any loss or damage. Exhibitors must confine their display items and activities to their assigned exhibitor space. Articles may not be placed in front of booths or in aisles where they might be a trip hazard.
3. **Economy Exhibitor Fee** covers a pre-designated space in the parking lot. No equipment will be provided. Exhibitors must bring any and all equipment needed for their booth, including canopies, tables, chairs, signage or banners, etc.
4. Due to the open nature of the Expo site, booth set-up on Friday, October 8, is discouraged as overnight security will be limited. Items of value should not be left in the exhibitor booth overnight as Event Organizers assume no liability for their security (see "Liability/ Security above). Set-up may begin at 6:00 a.m. Saturday and must be completed by 8:30 a.m. All loading/unloading near Expo booths must be completed and vehicles removed to remote parking no later than 8:30 a.m.
5. Booth takedown may not begin prior to 3:00 p.m. All exhibitor equipment/materials must be removed by 6:00 p.m., October 9. Please leave the exhibitor booth sign provided by the Chamber in your booth when you leave.
6. Helium tanks for balloons must be strapped to booth piping to prevent accidents (per Fire Department). Exhibitors utilizing helium tanks should also maintain a properly rated commercial fire extinguisher that has been charged within the last 12 months.
7. Subleasing of booths is not permitted. If you are interested in sharing a booth, contact the Chamber. **An additional \$25 fee will be charged to cover the cost of processing two sets of paperwork, insurances, faxes, e-mails, signage, etc.**

Electricity

1. Electricity will be provided to exhibitors at additional charge, in selected locations only. Electricity must be contracted for in advance, on page 1 of this application as fees collected offset the cost of renting generators.
2. Exhibitors must provide their own surge protectors, strip plugs and 50' heavy-duty extension cords (16 gauge min 3), and a commercial fire extinguisher that has been charged within the last 12 months. All cords must be taped down to eliminate trip hazards. Computers will require a back-up battery.

Parking

Exhibitor parking is limited to adjacent parking lots at least 50' from the Expo site. No loading or unloading may be done at the EXPO tents or booth areas at any time on Saturday between 8:30 a.m. and 4:00 pm.

Advertising/Distribution of Materials

1. To avoid congestion, all fliers, literature, products, etc., should be distributed from exhibitor's assigned booth. Any Exhibitor distributing outside their assigned space MUST wear the official 'EXPO EXHIBITOR' identification lanyard to identify themselves to Expo Security. Anyone not wearing the "EXPO EXHIBITOR" lanyard while distributing materials in the aisles or common areas will be considered trespassers and asked to leave by Security.
2. If products are to be sold, a photocopy of exhibitor's valid State of California Seller's Permit must be submitted with the Expo Application and verified no later than October 4, 2010.
3. While hanging of company banners is encouraged, any attachments to booth frame or fixtures must be made carefully, without causing permanent damage or marks to the booth and space equipment. Shower curtain hangers or tarp ties work well on the pipe frame. Banner length shall not exceed 10' (the width of exhibitor booth). Exhibitors are responsible for removal of their own banners.
3. An Event Program listing sponsors and exhibitors will be published. Exhibitor names will be as listed on the exhibitor application. To be guaranteed a listing on the event program, exhibitor applications must be received no later than Friday, October 1.

Food & Alcohol

No alcoholic beverages may be sold other than by the Chino Valley Chamber of Commerce, and must be consumed in the Beer/Wine designated EXPO area on Saturday, October 9. Exhibitors may not sell or provide food or beverage items (including bottled water). Food and beverage service is specifically limited to the non-profit service club or charitable groups assigned by the Chamber. The only exception is individual commercially wrapped candy or snack items.

Waste

1. Portable restrooms will be available at the Expo site. Trash receptacles will be strategically placed for disposal of litter. All materials, with the exception of exhibitor booth signs, must be removed from the booth or space prior to leaving.
2. All medical, biological or hazardous waste must be removed from the EXPO site by those exhibitors generating such material. Under no circumstances may such waste be left in any trash receptacle.

I have read and retained a copy of the above event policies and agree to abide by their terms. Exhibitor Signature: _____