

# 2017 EXPO EXHIBITOR CONTRACT

## FOR THE LARGEST BUSINESS EXPO IN NORTHWEST NJ!



**MAIN EVENT SPONSOR**

THE SUSSEX COUNTY CHAMBER OF COMMERCE

# 25<sup>TH</sup> ANNUAL BUSINESS EXPO

**MONDAY, OCTOBER 30, 2017**

AT CRYSTAL SPRINGS COUNTRY CLUB IN HARDYSTON, NJ. 4PM-7PM

### EXHIBITOR DATA

To ensure a rewarding trade show experience, carefully read the rules/regulations attached to this contract. Signature indicates agreement to abide by the rules/regulations. Space is limited and assigned on a first-come, first-served basis. Chamber members receive first priority. Non-members may be accepted if space permits. Payment in full required with registration. There is a strict NO REFUND policy for this event.

<b>Your Name:</b>	<b>Company Name:</b>	<b>Address:</b>
<b>City:</b>	<b>Phone:</b>	<b>E-mail:</b>
<b>State, Zip:</b>	<b>Fax:</b>	

Name and contact information of person responsible for exhibit setup in the event that setup has not begun by 1:30 p.m.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

License Plate Number \_\_\_\_\_ Email \_\_\_\_\_

Please check one to indicate choice.

### EXHIBIT SPACE REQUIREMENTS

Display space size is approximate	Description of Contracted Space
<input type="checkbox"/> Display Table - Member Rate _____ Commercial Business \$225 _____ Charitable non-profit (only) \$200 _____ Non-Member \$350	* Includes 6 foot covered table and 2 chairs. <b>No floor or wall space. No easels or floor displays.</b> ** If wall space or 8 ft. table required, choose the next category <b>Free-Standing Display.</b>
<input type="checkbox"/> Free-Standing Display - Member Rate _____ Commercial Business \$275 _____ Charitable non-profit (only) \$250 _____ Non-Member \$400	** Approximately 8-10 feet wide, including floor space (max. 4 feet depth). Covered table also included if needed. <input type="checkbox"/> <b>Exhibitor Requires Table</b> <input type="checkbox"/> <b>Exhibitor Requires Wall Space</b> - Only available with this Category and availability is limited.

### ADDITIONAL OPTIONS

Please check one or more to indicate choice(s).

<input type="checkbox"/> Electrical Outlet (Exhibitor must provide extension cord.) \$25	<input type="checkbox"/> Display is higher than 8 ft. (Special location is required.) \$25
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**TOTAL AMOUNT ENCLOSED (SPACE + ADDITIONAL OPTIONS): \$ \_\_\_\_\_**

**DESCRIPTION OF PRODUCTS/SERVICES TO BE EXHIBITED** (if contracting for a freestanding space, please provide a drawing of display with dimensions as well): \_\_\_\_\_

Please return this Contract with payment in full. Space assignments will not be made until payment is received. Make check payable to: **Sussex County Chamber of Commerce**, and mail to: **120 Hampton House Road, Newton, NJ 07860**. Questions may be directed to the Chamber at [mail@sussexcountychamber.org](mailto:mail@sussexcountychamber.org) or by calling 973-579-1811. The Chamber reserves the right to assign all show space and relocate space in the best interest of the show. *I hereby certify that I am authorized to act on behalf of the forenamed company and I agree to abide by all EXPO Rules and Regulations, as described in the RULES AND REGULATIONS enclosed and part of this contract.*

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



# SUSSEX COUNTY CHAMBER OF COMMERCE 2017 EXPO RULES & REGULATIONS

The Sussex County Chamber of Commerce, hereinafter referred to as "Host", hosts EXPO. The Host acts as the agent to provide trade show management services. These contract terms have been established for the mutual benefit and protection of exhibitors, attendees, and the Host. These rules and regulations are made a part of the Registration and Contract for Exhibit Space.

**Character of Exhibits:** Host may rent space for any exhibit of interest to business and industry or of educational value. The general rule of the exhibit floor is "be a good neighbor." All exhibits must be constructed, designed and operated in good taste and in accordance with the best interest of EXPO, which the Host, in its sole discretion, shall have the right to decide. All publicity, sales and promotional activities conducted by the Exhibitor must be confined to this space. Use of public address systems (without Host approval), extra signage outside of the exhibit space (without payment for an additional exhibit space), games of chance and carnival tactics are not allowed. No cash may be exchanged, nor may monetary donations be accepted. Distribution of any souvenirs, printed matter or other articles by the exhibitor shall be restricted to the space occupied by the exhibit unless expressly permitted by the Host. The Host, in its sole discretion, may prohibit any activity whatsoever it determines to be detrimental and not in the best interest of EXPO.

**Standard Booth Equipment:** The cost of the exhibit space includes standard draped and skirted table and a listing for all Chamber member registrants on EXPO web and exhibitor map.

**Cancellation of Contract:** No refunds will be issued once contracts are received by the Sussex County Chamber of Commerce.

**Failure to Hold EXPO:** In the event EXPO is cancelled because of reasons beyond the control of the Host, space rental fees already paid will be returned to Exhibitors on a pro rata basis, after all EXPO expenses incurred by the Host through the date of cancellation have been met plus an administrative fee and overhead charges. However, Exhibitors will not be reimbursed if EXPO is cancelled, postponed, or abandoned due to an act of war, insurrection, radioactive contamination, seepage, pollution and contamination.

**Force Majeure:** In the event Crystal Springs Country Club or any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause of agency over which the Host has no control, or should Host decide that because of any such cause it is necessary to cancel, postpone, or re-site EXPO, or reduce the installation time, exhibit time, or move-out time, the Host shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

**Relocation of Exhibits:** The Host may alter the location of exhibit spaces, at its sole discretion in the best interest of the exposition.

**Subletting of Exhibit Space:** Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from the Host. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

**Insurance and Liability:** If the exhibitor desires insurance, they must obtain it at their own expense and cost. The Host assumes no risk, and, by the acceptance of the contract, the exhibitor expressly releases the Host from any and all liability for any injury, damage or loss to any person or goods which may arise from the rental and occupancy of said space by the exhibitor and agrees to hold and save the Host harmless of and from any loss or damage by reason thereof. The Host assumes no responsibility whatsoever for any property placed in EXPO and the Host is hereby released and discharged from any and all liability from any loss, injury or damages to persons or property that may be sustained while at EXPO.

**Exhibitor Insurance:** All property of the exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. The Host and Crystal Springs Country Club do not maintain insurance covering exhibitor's property.

**Damage to Property:** The exhibitor is liable for any damage to building floors, walls or columns, or booth equipment or to other exhibitor's property. The exhibitor may not mar, tack, make holes, and apply paint, lacquer, adhesives or other coating to building columns and floors or to standard booth equipment.

**Setting Up of Exhibits:** Exhibits must be set up between 8:00 a.m. and 12:00 p.m., Monday, October 30, 2017 All exhibits must be completed and in place by 12:30 p.m. sharp. Displays must be in the process of being set up by 12:00 p.m. on Monday, October 30, 2017. After that time, any unattended exhibit space with no visible sign of installation may be reassigned and no refund will be made to the exhibitor.

**Signs, Decorations, Plants, Etc.:** All exhibit decorations must be fireproof. Exhibits, including signs, shall not exceed 8 feet from the floor without prior approval from the Host.

**Care of Exhibits:** While the Host is responsible for cleaning the aisle space in the show, exhibitors must cooperate by not throwing trash or any other material that will endanger the public or inconvenience other exhibitors on the floor during EXPO hours.

**Exhibitor Parking:** All exhibitors must park vehicles in the designated exhibitor area. The parking lot must be left open for general public guests.

**Utility Service:** It is understood that the exhibitor will be responsible to contract for and pay for all utility services needed, including telephone lines, etc.

**Dismantling:** Exhibitor's displays shall not be dismantled or packed in preparation for removal before the official closing time of 7:00 pm on Monday, October 30, 2017. Every exhibit must be fully staffed and operational during the entire exposition. The dismantling of displays begins at 7:00 p.m., Monday, October 30, 2017, and continues through 8:30 p.m. At that time, all exhibitor displays or materials left in the exhibit space without instructions will be packed and shipped at the discretion of the Host and all charges, time and labor, will be applied to the exhibitor.

**Amendments:** These regulations, conditions and rules have been drawn up for the intention and purpose of providing a well-regulated and balanced, attractive and successful EXPO. The Host shall have full power to interpret the rules and regulations or make any such rulings as may appear to be for the best interest of EXPO, and any and all amendments of the foregoing rules, regulations and conditions shall bind the exhibitor.

**Complaints:** Complaints of any violation of the Contract Terms and Conditions or exhibit construction guidelines are to be made promptly to Host and exhibitors and their personnel agree to abide by the decision of the Host.

**Law Applicable:** The laws of the State of New Jersey shall govern this contract. Exhibitor agrees to abide by the rules and regulations of the Host, Crystal Springs Country Club and the State of New Jersey.