

11th ANNUAL
CHAMBER EXPO



DATE: SATURDAY, MARCH 24, 2018

PLACE: BOND COMMUNITY CENTER, 1201 PARK AVE. OCONTO, WI

TIME: 11:00 A.M. -3:00 P.M.

Showcasing Chamber of Commerce businesses and non-profit organizations.

BUSINESS NAME _____

CONTACT PERSON: _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

EARLY BIRD SPECIAL: (DEADLINE: MARCH 10, 2018) CHECK ALL THAT APPLY:

_____ \$25 -2018 OCONTO CHAMBER MEMBERS

_____ \$100.00 -NON-CHAMBER MEMBERS

_____ \$50.00 - (IF YOU ARE A 2018 MEMBER OF ANOTHER CHAMBER IN THE AREA)

_____ \$10 ADDITIONAL FEE FOR ELECTRICITY

_____ **I would like to do an oral presentation. Please schedule me for a 15 minute time slot.**

(This can be done in front of the attendees showcasing your products, services, etc.)

_____ FREE BACKDROP (**ONLY 25 AVAILABLE**)(i.e. wall or bleachers) behind booth If you have a free standing display, you can be placed anywhere in the open areas; you will not need a wall or the bleachers. (The curtain will be up in the middle of the gym). **YOU WILL BE ASSIGNED ON A FIRST COME/FIRST SERVE BASIS! PLEASE SEE ATTACHED RULES SHEET!**

_____ **TOTAL ENCLOSED**

No credit cards accepted. Make check payable to: Oconto Area Chamber of Commerce

LATE REGISTRATION FEE AFTER MARCH 10, 2018: AN ADDITIONAL \$25

Contact Ron or Kathy Hayes @ 920-835-5348 or e-mail: imageapp@bayland.net

Submit this Form and Registration Fees to:

BUSINESS EXPO/KATHY, 301 Acorn Ct. Oconto, WI 54153

OCONTO AREA CHAMBER OF COMMERCE
RULES & REGULATIONS FOR CHAMBER EXPO

ONLY ONE BUSINESS IS ALLOWED PER BOOTH

1. Set-up booths at Bond Community Center, 1201 Park Ave. Oconto, Wisconsin on **SATURDAY, March 24, 2018 starting at 9:00 A.M.**
2. Set-up should be completed by 11:00 A.M. Take down time should not start before closing at 3:00 P.M. All exhibitors must vacate the facility by 4:00 P.M. **WE WILL ONLY BE USING THE MAIN FLOOR, SO SPACE IS LIMITED. ALSO WE WILL NOT PUT THE CURTAIN DOWN IN THE MIDDLE SO BACKDROPS ARE LIMITED TO 25.**
3. All exhibitors must park their vehicle in the designated Exhibitors' parking area.
4. All material and equipment brought on the property shall be at the total risk of the Exhibitor. Anything that would cause real or potential danger to any person will be prohibited on the premises except Police, Fire, and Ambulance exhibits.
5. Lunch will be available for purchase at food vendor booths.
6. **Those exhibitors requesting electricity must provide their own UL extension cord and multi-plug adapter, if necessary.**
7. Displays may not exceed your booth space. Each booth will be approximately 10' by 10' with one table. Skirting and a chair will be provided.
8. Signage can be purchased at your cost for your booth at Vital Signs (920-834-5050)
9. Exhibitors must remove all refuse from booth area upon breakdown. If the exhibitor fails to remove their exhibit and all refuse, **the Oconto Chamber will have the space cleaned at the expense of the exhibitor,** under which the exhibitor agrees to make immediate reimbursement thereof.
10. There is **no** alcohol or smoking allowed in the Bond Community Center.
11. Cutting, driving nails or tacks in the floor or walls of the building is **strictly prohibited.**
12. Contact the Oconto Chamber Expo Staff with any problems/concerns relating to your exhibit space.
13. Seminars and demonstrations may be conducted within exhibitors' booth space only, with due consideration and coordination with adjacent exhibitors.
14. **REFUNDS- No refunds after registration deadline of March 10, 2018**
15. **SELLING AT BOOTHS – Selling is permitted on the show floor. Use of space will also be for the purpose of exhibiting and promoting goods and/or services. Taking orders and scheduling of appointments for sales at your place of business after the EXPO is encouraged. Product sampling is allowed. Example: People who attend Business Expos love to get trinkets such as pens, magnets, calendars, etc. from booths. Consider a Door Prize drawing for something from your booth.**
16. **New this year will be an opportunity for your business or organization to do a live, oral presentation highlighting your services and products. Please check the appropriate box on the registration form so you can have a scheduled time slot.**

THESE RULES AND REGULATIONS MUST BE ACCEPTED AND ADHERED TO BY EACH EXHIBITOR. THE OCONTO CHAMBER OF COMMERCE RESERVES THE RIGHT OF FINAL DECISION IN RULES INTERPRETATION AND ENFORCEMENT. PLEASE KEEP EXPO RULE SHEET FOR REFERENCE.
