



Business Expo

MAY 10,
2017

THEME: LUAU!

BOOTH RENTAL: \$175
NON-PROFITS: \$150

RESERVATIONS:

870-793-2378 OR membership@mybatesville.org



REGISTER TODAY

The theme for the 2017 Business Expo is “Luau!” Vendors are encouraged to decorate their booths to a summer Hawaiian or tropical theme. An award will be given to the best-decorated booth.

Vendors are also encouraged to offer give-a-ways, door prizes, and other creative contests to generate traffic for their booth. Prizes must be registered with the Chamber prior to the event for coordinated give-a-way, but will remain at the vendor booth during the event, giving the exhibitor the opportunity to personally meet the award the winner.

Vendor Details

CONTRACT DEADLINE

April 21, 2017 (for printed materials)

LOCATION

Batesville Community Center &
Aquatics Park
1420 South 20th Street
Batesville, AR

BOOTH DETAILS

10 X 10 designated trade show space
(1) 6-foot table
Vendor identification on program
Limited 110 outlets available for \$10

THEME

Luau!
Please visit the "Business Expo 2017
Inspiration" board on the Batesville
Area Chamber of Commerce's
Pinterest account for ideas and
inspiration.

SCHEDULE

Tuesday, May 9
Booth Set Up
3:00 PM - 8:00 PM

Wednesday, May 10
Booth Set Up
6:00 AM - 10:00 AM

Business to Business Trade Show
10:00 AM - 11:00 AM

A Taste of the Chamber
11:00 AM - 1:00 PM

Public Trade Show
11:00 AM - 3:00 PM

Breakdown
3:00 PM - 5:00 PM

1. STATEMENT OF POLICY

All vendors, regardless of size, will be given equal opportunity to present their product or service in the most effective manner.

2. CONTRACT

This contract for space, the assignment of space, and full payment of rental charges together constitute the entire contract for the right to use the space. Full payment for space and a signed contract is required before space will be assigned. Choice of location will be given, if possible, but the Chamber reserves the right to adjust assigned spaces to coordinate the best overall floor plan. The deadline to submit a contract for inclusion in printed materials is April 21, 2017.

3. ACCEPTANCE

An authorized signature on the official Business Expo contract indicates the vendor has read, understands, and agrees to abide by all rules, regulations, and acknowledges all restrictions outlined in the vendor packet.

4. USE OF SPACE

All aisles and spaces not assigned to vendors are under the control of the Batesville Area Chamber of Commerce. All displays, distribution, demonstrations, and transactions shall be made inside the contracted space. Standing in aisles or in front of other vendors' booths is strictly prohibited. Any undignified method of promotion will not be permitted. Vendors shall not block or interfere with the visibility of another vendor booth. Vendors shall not assign, sublet, or share the allotted space without knowledge and consent of the Batesville Area Chamber of Commerce. It is preferred that vendors show only goods/services regularly offered by their businesses and that representatives are from their firms.

5. CARE OF BUILDING

Vendors are liable for any damages or losses to the building or space of the attendant facility. Vendors shall not injure or deface walls, supplied equipments, or flooring.

6. LIABILITY

Business Expo sponsors and the City of Batesville disclaim liability for damages or losses due to fire, theft, accident, vandalism, or other causes.

The Batesville Area Chamber of Commerce will not be responsible for electrical or other related failures. Vendors wishing to insure their goods must do so at their own expense. The vendor shall at all times protect, indemnify, save and hold harmless the Batesville Area Chamber of Commerce, Business Expo sponsors, the City of Batesville, and Business Expo service providers against any and all loss, damage, liability or expense which arises out of the vendor's occupancy and use of Business Expo premises during or subsequent to the period of the trade show.

7. IN/OUT DATES & TIMES

Vendors will move in and set-up during specified times on specified dates noted on the vendor contract. Vendors will break-down and move out during specified times on specified dates noted on the vendor contract. In and out times are subject to change each year. Vendors shall not begin break-down until the trade show is officially closed. All items, displays, and equipment must be removed from the premises by the specified time or they will be discarded by facility management.

8. CANCELLATIONS/REFUNDS

Vendors who cancel after April 21, 2017 will not be eligible for a refund.

9. SOLICITATION

No person(s) or entity other than vendors is permitted to conduct business on the trade show floor without the expressed written consent of the Batesville Area Chamber of Commerce.

10. ELECTRICITY

Electricity is available in limited quantity to vendors for a charge of \$10 per 110 electrical outlet.

11. STORAGE

There is no storage available on the premise during the trade show.

12. SPECIAL NEEDS

Please contact the Batesville Area Chamber of Commerce with all special needs or requests for the 2017 Business Expo.

2017 EXHIBIT SPACE CONTRACT

SET UP May 9 from 3 - 8 pm or May 10 from 6 - 10 am

BREAKDOWN May 10 from 3 - 5 pm

Deadline to be included in printed materials and for refunds is April 21, 2017.

This completed contract indicates that you have read, understood, and agree to abide by all rules and regulations and acknowledge all restrictions outlined in the vendor packet.

Vendor Information (please print clearly)

Vendor/Company (as listed on printed materials)

Primary Contact E-mail Address

Vendor/Company Address

City State Zip

Phone (include area code)

Type of Business/Product or Service to be showcased

Booth Specifications

- Members QTY__x(\$175 or \$150 for non-profit) = \$_____
- Non-members QTY__x \$450 = \$_____
- My booth will require a 110 electrical outlet
QTY__x \$10 = \$_____

Vendor/Sponsor Payment Information

- Enclosed is a check made payable to BACC.
- Invoice my company.
- Please contact me to pay via credit card.

I affix my authorized signature to commit to participating in the 2017 Business Expo.

Authorized Signature

Date