

# Regional Business EXPOtential

## RULES & REGULATIONS

1. **Payment:** All exhibit booths must be paid in full prior to the event.
2. **Communication:** Please share any and all information regarding the rules and regulations with all individuals working at your booth.
3. **Exhibitor Access:** Exhibitors will have access to the event space for set-up between 12:30pm-1:30pm. Exhibitors must be set up by 2:00pm.
4. **Loading Zones and Parking:** All loading will be in the back of the building near the exhibit space. This is also the main entrance to the Expo. Volunteers will be available to assist you. We ask that ALL exhibitors park in the back parking lot to allow close parking for attendees.
5. **Registration:** Exhibitors must check in at registration. Attendants will be on hand to assist you.
6. **Electrical Outlets:** There are a limited number of electrical outlets. If you did not indicate the need for electric, it will not be provided. Electric is provided with priority to sponsors and early registration.
7. **Décor:** No items may be fixed to any structure of the building by any means. Lit candles and burners are prohibited.
8. **Food/Restaurant Exhibitors:** Food and beverage exhibitors can serve free SAMPLES. No cooking will be permitted. Hot plates are permitted.
9. **Open Exhibits:** All exhibit booths must remain open during the hours of 2pm-5pm. There is a \$75 fee for setting up late or leaving early.
10. **Prohibited activities:** Exhibiting entities may not advertise or distribute materials outside of the exhibitor's designated booth space. The distribution of promotional gummed stickers or labels is not permitted. Non-exhibiting entities will not be permitted to display or distribute materials. Should you encounter any of these activities, please notify a member of the Regional Business Expo Committee.
11. **Door Prizes:** Exhibitors may collect business cards throughout the day if giving away door prizes at your booth. It is the responsibility of the exhibitor to contact any and all winners of your prize(s). You may choose any time to draw, but we recommend the end of the show.
12. **Smoking:** Smoking is NOT permitted in the building nor is it permitted within 50 feet of the building's entrances. This will be strictly enforced.
13. **Booth Closing:** At the close of the Expo, everyone is responsible for cleaning up their assigned booth area. All trash must be put into trash bins. **Exhibitors can begin closing their booths no sooner than 5pm.** Booths must be closed and cleaned by 6:00pm. There is a \$75 fee for setting up late or leaving early.
14. **Exhibitor Surveys:** Once the Business Expo has concluded, each exhibitor should fill out the Exhibitor Survey found in the Welcome Packet. We would appreciate your participation and value your feedback in order to make next year's event even more successful.
15. **Responsibility:** All equipment provided in association with your booth is on a rental basis only and remains the property of the event space. Your association/company will be responsible for the replacement and repair of damaged, lost, or stolen equipment.