

Important Information

J.F. Kennedy Civic Arena – 500 W Embargo St.

Theme: This is Living!

Colors: Gold & White; Food & Beverage

Blue & White; Home & Garden

Green & White; Art, Artisan, Wellness

Plum & White; Entertainment & Leisure

Show Hours:

Saturday, April 29 10:00 am - 5:00 pm

Sunday, April 30 10:00 am - 4:00 pm

Move In/Set Up Hours:

Thursday, April 27 8:00am - 6:00pm

Friday, April 28 8:00am - 6:00pm

Note: Outside Exhibitors - security begins 6pm Fri, April 28 & ends 5pm Sun, April 30.

Additional Move Out Hours:

Monday, May 1 8:00am - 3:00pm

To Register:

Mail this completed Registration/Contract form with your check or fax to the Chamber 315-337-1715 (Fax signatures are binding as originals) then mail your check, Certificate of Insurance, and if applicable, a copy of your Resale Certificate.

Make checks payable to: **Rome Area Chamber of Commerce; 139 W Dominick St., Rome, NY 13440**

Questions? Call 315-337-1700

Email info@RomeChamber.com



Registration & Contract for Exhibitors

Please refer to the floor plan to select your booths/spaces.

Please Print or Type

Contact Person: _____

Email: _____

Business Name: _____

Rome Chamber of Commerce Member? ____ yes ____ no

Street: _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address (If different) _____

Phone: _____ **Fax:** _____

Website (to link to): _____

Category/Goods or Services Offered:

Please reserve the following ____ (total number) of booths/spaces:

Booth Number/s: 1st ____ 2nd ____ 3rd ____ 4th ____ 5th ____

Payment: A 50% deposit is required at time of registration to reserve space.

Any remaining balance is due on or before March 18, 2017; or on or before

February 10, 2017 for Early Bird discount.

Total Exhibit Space Fee: \$ _____

Chamber Member Discount -\$ _____

(\$50.00 maximum)

Multiple Booth Discount: -\$ _____

(\$25 per booth after the first)

Sub Total: \$ _____

Early Bird Discount: -\$ _____

(10% off subtotal if paid in full

on or before Feb 10th)

Total Due: \$ _____

Amount of payment with registration \$ _____

(50% minimum to reserve space)

Balance Due: \$ _____

EXHIBIT SPACE COSTS:

<u>INSIDE</u>	<u>Size:</u>	<u>Fee:</u>
	8x8	\$299
End	8x8	\$319
	10x10	\$349
Entry	10x10	\$369

Center Sponsors 80, 81, 82, 83 \$2,500

Quad Sponsors 2, 34 \$1,500

<u>OUTSIDE</u>	<u>Size:</u>	<u>Fee:</u>
	20 x 10	\$249

Chamber Member Discount:

\$50 off total fee of booth or booths. (Not per booth)

Multiple Booth Discount:

\$25 off each additional booth after the first.

Early Bird Discount:

10% off total amount due **if paid in full by Feb 10th**

Inside Booth Fees Include:

8' Draped backdrop and 3' draped side rails

Exhibitor I.D. Sign & Booth Number

Exhibitor Parking Passes & Exhibitor Badges

1 - 6'x24" table; vinyl topped with cloth skirting

1 - Wastebasket & Chair

1 - 500-Watt Electrical Outlet for lights*

***Contact the Chamber in advance to arrange for additional power.**

Method of Payment

____ Check Enclosed – Payable to “Rome Area Chamber of Commerce” ____ Credit Card:

Circle one: Visa MasterCard AMEX Discover

Card Number: _____ Exp Date: _____ Security Code: _____

Name as it appears on card (please print): _____

Billing address: _____

Signature: _____

We agree to the terms, rules and regulations, conditions, authorizations and covenants contained on the second page of this registration & contract which are incorporated in, and form a part of this agreement and upon acceptance of this agreement by the Rome Area Chamber of Commerce, hereinafter referred to as the “Chamber”, we the Undersigned, herein after referred to as “Exhibitor” agree to lease exhibit space as assigned by the Chamber for the duration of the Rome EXPO, April 29 & April 30, 2017.

Authorized By:

Authorized Signature: _____ **Date:** _____

Print Name & Title: _____

TERMS OF CONTRACT - RULES AND REGULATIONS

1. Deposit and Payment: Exhibitor agrees to pay a **50% deposit of total booth cost upon original booth reservation. Any remaining balance is due on or before March 10, 2017; or on or before Feb 10th for Early Bird discount, and is a condition to the continued reservation of the selected booth space.**

The Rome Area Chamber of Commerce reserves the right, should any rented exhibitor's space remain unoccupied on the opening day of the Rome EXPO (here forth referred to as the EXPO) or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner. This clause should not be construed as affecting the obligation of the exhibitor to pay the full amount specified in this contract. No refunds will be made if Exhibitor cancels on or before 15 days of the EXPO; April 14. A 20% fee will be charged for cancellation on or before 25 days of the EXPO; April 4. There will be a \$30 charge for each returned check and any refund on payments made by credit card are subject to a 5% handling surcharge.

2. Termination of the contract: This agreement may be terminated by the Chamber anytime, on the breach by the exhibitor of any conditions, terms, rules, regulations, or agreements herein, & thereupon, all his rights herein will cease and terminate, & any payments made by him on account hereof before said termination will be retained by the Chamber as liquidated damages. The Chamber may there upon resell said space.

3. Liability and Insurance: Neither the Rome Area Chamber of Commerce nor RACC Services Corp., the employees thereof, the owners of the real property, and its representatives or employees, or tenants will be responsible for any injury to any exhibitor, its employees, agents, property or guests, or for loss caused by fire, theft, vandalism, delay, mechanical failure, labor disputes or any other cause, while exhibits or contents are in transit, within the Exhibit Hall, or while being moved in or out of the Exhibit Hall.

Exhibitor shall and does by means of this contract covenant agree to indemnify and save harmless, the Rome Area Chamber of Commerce, RACC Services Corp., their members, officers, directors, employees and/or agents, the owner of the Exhibit Hall and surrounding land and any tenants or subtenants thereof, of any and all liability (including costs of defense, attorneys' fees, and related expenses) that may arise out of bodily injuries or property damage resulting from the use of the premises by the exhibitor, its agents, employees, or contractors, as well as any and all equipment, devices of any kind, make and description.

The Exhibitor, as further evidence of compliance with this Paragraph agrees it will carry: **(1) Comprehensive General Liability Insurance including Personal Injury and Products/Completed Operations with minimum limits of \$500,000 per occurrence; (2) Fire Damage Legal Liability Insurance with \$100,000 limit; (3) Automobile Liability (owned and non-owned) with minimum limits of \$500,000 per occurrence; and (4) Workers Compensation - New York statutory coverage.**

Exhibitor agrees to name Rome Area Chamber of Commerce, RACC Services Corp., the City of Rome and its agencies as additional insured on all coverage and further agrees to furnish the Rome Area Chamber of Commerce with a **Certificate of Insurance** evidencing the insurance requirements of this Paragraph and indicating a 30-day notice of cancellation/renewal provision.

4. Inability to perform: If the Chamber decides, in the interest of all the parties involved, to cancel the EXPO, Exhibitor will receive a full refund of any rental paid by him or her and the Chamber will have no further obligation or liability to the exhibitor. If the Chamber should be prevented from holding the EXPO, or if it cannot permit the exhibitor to occupy his/hers space due to circumstances beyond its control including but not limited to strikes, civil disobedience or acts of God, the Chamber will refund the exhibitor the amount of rental paid by him or her, less a proportionate share of the EXPO expenses, and the Chamber will have no further obligation to the Exhibitor.

5. Subletting of Space: The Exhibitor **will not assign, sublet or apportion** the whole or any part of the space assigned to him or her or have representatives, equipment or materials from other firms than his or her own in the exhibit space. Exhibitors may display signs for booth decoration provided by another paid exhibitor only.

6. Exhibits: The Chamber will have the right to restrict exhibition of any merchandise or require decoration of the exhibit that does not qualify under these guidelines. All loose display/decorative materials must be appropriately confined. **Exhibits will be so arranged as not to obstruct the general view nor hide the exhibits of others.** Plans for specially built displays not in accordance with regulations should be submitted to the Chamber before construction is ordered. The Chamber reserves the right to select and determine those exhibitors who qualify for best fit in all areas and specific themes. Exhibitor is responsible for securing its own Exhibit and related property and removing it at the close of the EXPO. Crossing aisles with any type of banner, headers, etc., is prohibited except in designated areas. All exhibits must have attendants during EXPO hours, unless arrangements are other wise made with the Chamber, which is not responsible for unattended exhibits.

The Chamber reserves the right to restrict exhibits or exhibitors which, because of noise or any other reason, will interfere with the best interests

of the exhibits as a whole. The use of megaphones, loud speakers, side show tactics or undignified methods of attracting attention is prohibited.

All furnishings, table, chairs, exhibit I.D. sign and electrical equipment beyond a 500-watt outlet, is the responsibility of the exhibitor. Space heaters, small appliances, and electrical equipment are not authorized in exhibit spaces unless the exhibitor at his or her expense contracts via the Chamber with the decorator for additional power. Restoration of power disruptions caused by unauthorized space heaters and electrical equipment will be at the exhibitor's expense.

7. Installation and Dismantling: Exhibitor agrees to conform with the rules and regulations for setting up and dismantling of exhibits as follows: The exhibitor agrees that **the exhibit will be ready by 9:00am, Saturday April 29th** and will move in and set up during the **Move in Hours** as set forth on page one of this registration & contract. Exhibitors requiring access to the overhead garage door during loading should note that a threshold ramp will be at the entrance to the exhibit floor. Pallet jacks and similar types of equipment are not recommended for moving heavy displays onto the display floor. Use of motorized vehicles on the display floor is prohibited. No part or content of the exhibits will be removed until the EXPO is officially closed – **after 4:00pm, Sunday, April 30th**. The exhibitor agrees to finish dismantling and moving out by **3:00pm, Monday, May 1st**. Exhibitor will be responsible for any expenses incurred by the Chamber caused by disregard of such rules and regulations.

8. Use and care of space: All sales, taking orders, conferences, display or distribution of literature will be limited exclusively to exhibitors and their employees as permitted by the Chamber, and must be conducted within the confines of the exhibit area, or areas specifically designed for the purpose. Exhibitors will be solely responsible for and keep in good order all the space occupied by them and surrender such space at the close of the EXPO in the same condition as it was when it was taken over. If the space or property occupied shall be damaged by the exhibitor, his employees, patrons or guests, he or she shall pay claims as are necessary to restore the space to its original condition. Outside Exhibitors are responsible for providing their own covering which must fit within the space and must be fire retardant. **All Exhibitors will be charged a \$25 cleanup/removal fee for any debris or promotional materials not removed by 3pm, Monday, May 1st.**

Exhibitors agree to comply with all rules and regulations of the Chamber which may now be in existence or which may hereafter be made. All water (streams, ponds, falls or fountains) must be contained within an approved pond liner. No decorative material will be nailed, tacked, screwed, or otherwise physically attached to any part of the exhibit hall or any of the fixtures therein without prior consent.

Exhibitors selling services and/or merchandise from their booths during the EXPO are responsible for collecting and reporting sales tax in accordance with New York State Laws. Exhibitors are responsible for the posting of their **Resale Certificates** and providing the Chamber a copy of the certificate prior to the EXPO opening.

9. Fire, Safety and Health Regulations: The Exhibitor agrees to local, city, and state codes and regulations covering fire, safety, health and other matters. All exhibit equipment and materials should be located within the booth area and protected by safety guards and devices when necessary. All electrical installations will conform to the safety codes of New York State. Only fire proof materials should be used in displays and the necessary fire precautions will be taken by the exhibitor. The use of explosive or flammable liquids, Butane, and Propane gas is prohibited within the building. All outdoor exhibit covers, tarps or tents must be fire retardant. Access must be afforded to all emergency units. NO masonry cutting will be permitted within the building.

10. General: The exhibit will be open to the public between the hours designated as set forth on page one of this registration & contract. The Chamber will furnish the exhibitor with 4 badges for employees. A fee will be charged to attendees for admission to the 42nd Annual Rome EXPO. The Chamber reserves the right to decline or prohibit any services, giveaways, contents or exhibits or portion thereof, and to permit only such matter or conduct as shall be approved by it. The Chamber reserves their right to make any space changes if necessary that will, in the opinion of the Chamber, be of benefit to the EXPO. Any business license, taxes or permits will be the sole responsibility of the Exhibitor.

No food or beverages will be sold or given away without prior approval. Prior approval will require all edibles to be individually wrapped. All public address or amplification systems must be cleared with the Chamber. The decision of the Chamber must be accepted as final in any dispute between the exhibitor or any situations not covered by this contract. The Chamber will have full power in the interpretation and enforcement of all rules and regulations contained herein, and to make such further rules and regulations as it shall consider necessary for the benefit of the EXPO.

The Exhibitor agrees that failure to comply in full with all provisions of this contract will result in his or her immediate expulsion from the Rome EXPO. Any expenses related thereto will be charged to the Exhibitor.

11. Exhibitor agrees to obtain, at its own expenses, any license or permits which are required for the operation of its trade or business during the term of the EXPO and to pay all taxes, including all applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space.