

**2019 Exhibitor Application and Contract**

Business: \_\_\_\_\_ (Booth #s:) \_\_\_\_\_  
Please *print* Business Name as you would like it to appear on all Show Materials (first come first serve basis)

What product will you be exhibiting: \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Contact Name & Phone: \_\_\_\_\_

***Reserve your booth today!***  
***Submit Signed contract with minimum \*\$100 deposit!***  
*(\*Deposit will be applied to your balance and is non-refundable.)*  
***Balance due before or by January 15th, 2019 Or pay in full! Choose what works best for your budget.***

**Instructions for filling out this Application.**

- 1.) Fill out all information below for your cost and type of payment.
- 2.) Sign and date the contract on other page.
- 3.) Make a copy of these forms for your reference, before returning it to the Chamber.
- 4.) Email [jill@wbachamber.org](mailto:jill@wbachamber.org) agreement & your top 3 choices for booth space.
- 5.) We will be in contact with you in February with details about the expo.

***CHOOSE YOUR BOOTH SIZE...(please circle)***

**2019 WBAC Member Rates**

Size	Rate	End Cap
10' x 10'	\$450	(add) \$75 ea.
6' x 10' (#s 1-9)	\$350	None

**2019 Exhibitor Non-Member Rates**

Size	Rate	End Cap
10' x 10'	\$750	(add) \$150
6' x 10' (#s 1-9)	\$600	None

*(\$25.00 Discount for Booth Numbers 28, 29 and 30, and must be the LAST in and FIRST out!)*

***Electrical & Furnishings***

Free Wi-Fi Service is available!

Electrical Service (**\$25.00 / Member**) (**\$50.00 / Non-member**)

**(Please circle) → None 110 Volts 220 Volts**

Will you need an 8' Table **(Please circle) → YES NO**  
(1 table free/booth but must be reserved)

**For table skirts & furnishings contact:  
Equipment Rentals at 262-338-6256  
for pricing and availability.**

**Please make sure you have marked the appropriate features needed in the section above. (Electric & Tables)**

**Booth Size:**  10' x 10'  6' x 10' (#s 1-7)

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ + \_\_\_\_\_ +  
# of Booths x Booth Cost = Total + Electric (see above)

\$ \_\_\_\_\_ = \$ \_\_\_\_\_ - \$ \_\_\_\_\_ = **GRAND TOTAL:** \$ \_\_\_\_\_  
End Cap(s) Total - Deposit

**FULL Payment, or \$100 nonrefundable deposit sent with agreement.  
Balance due before or by January 15, 2019**

\_\_\_\_\_ Check enclosed \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AmEx

Name embossed on Card \_\_\_\_\_

Signature \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Phone # of Card Holder: \_\_\_\_\_

3-Digit Security Code from Back of Card: \_\_\_\_\_

Billing Zip Code for Card: \_\_\_\_\_

Please return completed form with Credit Card information or check payable to:  
**The West Bend Area Chamber of Commerce, 304 South Main Street, West Bend, WI 53095**

**WBAC USE ONLY:** Rec'd \_\_\_\_\_ STAT \_\_\_\_\_ PMT \_\_\_\_\_ # \_\_\_\_\_ AMT \_\_\_\_\_ CM \_\_\_\_\_

# West Bend Area Chamber of Commerce Home, Sporting, & Recreation Expo 2019 Contract Rules & Regulations

1. **BOOTHS** — Booth equipment shall consist of booths erected by the show management in the space contracted. Booths must be staffed during ALL show hours. Exhibitors shall care for and keep in good order the space occupied by them and surrender such space at the close of the show in the same condition it was received. If the space occupied is damaged by the participant, their employees, patrons or guests, the exhibitor will pay such claims as are necessary to restore the space to its original condition. No subletting of space is allowed. Each booth shall be in the name of the reservation made by the exhibitor. **Any additional business found within a booth that is not part of the signed contract will be responsible to pay an additional full booth fee.** All measurements shown on the floor plan are approximate. The West Bend Area Chamber of Commerce Home Show Planning Committee ("Planning Committee") reserves the right to make any and all necessary modifications. The West Bend Area Chamber of Commerce is not responsible for theft, damage or loss of any kind to any equipment or an exhibitors booth.

2. **ELECTRICAL SERVICE** — Available from the Washington County Fair Park. Advance notification to the West Bend Area Chamber is necessary for electrical service to your booth and for ordering tables and chairs. Exhibitors must provide own cords within exhibit space and must secure cords to floor with tape.

3. **DECORATIONS** — All decorative material must be fire-proof. Exhibitor's decorations shall not obstruct neighboring displays nor project into aisles. Screws or nails cannot be used to tack on booth background or side walls. Displays must be freestanding, not leaning on other booths or curtains, and confined to exhibit space. All display fixtures over 3 feet in height must be confined to the back 5 feet of the booth. Maximum height of 8 feet for exhibits on back side, maximum of 3 feet at the aisles. (Exhibitors whose booths can not meet these standards must have made prior arrangements with the Planning Committee prior to this contract to have been placed in a non-obstructive space.) All sides of the booth must be finished, no exposed back sides are allowed. *Booths are not carpeted.* All carpeting either rented or brought in must be taped down on all sides.

4. **EXHIBIT HOURS** — (Subject to change) All exhibits must be open and staffed during the following show hours: Friday, March 8 from 4:00 pm to 8:00 pm, Saturday, March 9 from 10:00 am to 4:00 pm, and Sunday, March 10 from 10:00 am to 3:00 pm. Failure to staff booths appropriately will result in possible exclusion from future shows.

5. **SETUP & TAKE-DOWN** — Exhibits may be installed Thursday, March 7, 10:00 am to 6:00 pm, and Friday, March 8, 8:00 am to 4:00 pm. *All exhibits must be installed by 4:00 pm Friday.* The show will start promptly at 4:00 pm. **No exhibit shall be dismantled before 3:00 pm Sunday, March 10. It is unfair to guests still walking around and to other vendors.** All exhibits must be removed by Noon on Monday, March 11, 2019. Vendors may start tear-down at 8:00 a.m. on Monday. **BOOTH #'s 27-30 MUST BE LAST TO SET UP & FIRST TO TEAR DOWN!! Set up prior to 10:00 a.m. Thursday, March 8th is Strictly Prohibited! Penalties for not abiding by these rules will be enforced and additional rent charges will apply.**

6. **SIGNS** — All business signs must look professional and will be provided by each exhibitor.

7. **USE OF SPACE** — Exhibiting, demonstrating, taking orders, selling and distributing of products and advertising material such as flyers and/or brochures must be confined to the exhibitors contracted space. Business must be conducted in a dignified manner from within the booth and will be limited exclusively to exhibitors services

or goods manufactured or sold during the regular course of business. **Only products specified in this contract as identified by the exhibitor may be promoted from an exhibitor booth. Fair Park rules state that any exhibitor selling food must be licensed by the State and a commission paid to Fair Park.**

8. **BUILDING RULES & CITY ORDINANCES** — The exhibitor agrees to obey all rules distributed by the Planning Committee, the Municipal Building Inspector, Fire Department, Health Department, Washington County Fair Park and other such departments whose duties embrace regulations of exhibits, the building, grounds, etc. The Washington County Fair Park Pavilion is a smoke-free facility.

9. **INSURANCE & LIABILITY** — **Our insurance REQUIRES that all exhibitors provide the West Bend Area Chamber of Commerce with a certificate of insurance coverage for property loss or damage and liability for personal injury.** Failure to provide the certificate will terminate exhibitors contract and reserved space. Equipment Rentals, the West Bend Area Chamber of Commerce, and the Washington County Fair Park are not liable for any loss or damage to the property of exhibitor, its employees, agents or guests due to theft, vandalism, accidental injury, fire, smoke, water from any source, electrical current, or failure of same, accident of any kind, nor from any other cause whatsoever. West Bend Area Chamber of Commerce and Washington County Fair Park will not be liable for injuries to exhibitors, or their employees, agents or guests, for damages or injuries arising from or connected with the use or occupancy of space in the West Bend Area Chamber of Commerce Home, Sporting & Recreation Expo. The exhibitor agrees to indemnify and hold harmless the Planning Committee, West Bend Area Chamber of Commerce and its employees, against any and all claims of any person(s) whomsoever arising out of acts or omissions of exhibitor, its employees, agents or guests. Should premises be destroyed or damaged by fire, by the elements or any other cause, or should circumstances make it impossible for the exhibitor to occupy such space contracted for during any part of the period covered by the exhibitors contract for space, the exhibitor shall waive any claim for damages or compensation, except the pro rata return of amount paid for space, after deduction of actual expenses incurred in connection with the show.

10. **CANCELLATION** — No refunds will be made for exhibitor cancellation after this contract has been accepted. However, if exhibitor has compelling reasons for cancellation and the Planning Committee can fill the spot appropriately from the waiting list, one-half of the booth fee will be refunded. If booth space is not occupied prior to show opening, the Planning Committee shall have the right to use such space as it sees fit. In the event of flood, fire, strikes, riots, civil commotions or other uncontrollable circumstances which would render the exhibit area unavailable for use prior to the opening date, no portion of the booth fee will be refunded.

Make a copy for your records and return original copy to the Chamber Office, 304 S. Main Street - West Bend, WI 53095 or FAX to (262) 338- 1771 to the Chamber Office prior to Friday, January 15, 2019.

I have read and accept the above terms and conditions.

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(Signature)

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(Date)