

# **EXPO 2020 PARTICIPATION GUIDELINES**

## **Presented by**

### **The Woodstock Area Chamber of Commerce & Industry**

**By registering for EXPO 2020, you agree to the following guidelines:**

1. A certificate of insurance (COI) showing the Woodstock Area Chamber of Commerce, D200 Woodstock Community School District and Woodstock High School as "Additional Insured" must be submitted to the Woodstock Area Chamber of Commerce, 127 E Calhoun, Woodstock, Illinois 60098 prior to April 1, 2020. Exhibitors will not be allowed on the show floor without a Certificate of Insurance on file **or a signed Hold Harmless Agreement.**
2. If you need electricity for your booth it must be ordered in advance at a cost of \$50.00 per booth. If not ordered by April 1, 2020 there will be an additional 25.00 rush fee.
3. Booth Sales are accepted at the discretion of the Woodstock Area Chamber.
4. No refunds will be provided for any circumstances.
5. Payment in full must be submitted with your registration. No booth space will be held without a credit card. If paying by check, a credit card must be provided to hold your space. Check must be received within 10 days or your card will be charged for the total fees. Checks should be made payable to the Woodstock Chamber of Commerce and Industry.
6. We do not guarantee the space you request; however, we will try to do our best to accommodate you; should it become necessary to move you once you've been assigned a booth, we will do our best to place you as close as possible to your requested space.
7. The Chamber is not responsible for two like businesses registering (however we will not register two independent consultants from the same company). The Woodstock Health & Wellness Expo allows multiple businesses in the same category to exhibit. However, if a non-compete policy exists for a potential exhibitor, it is the responsibility of the exhibitor to inform show management of such policy. Non-compete documentation is required from exhibiting participant detailing the expo/tradeshow non-compete clause. As a Chamber member benefit, members are given first preference and first right of refusal.
- 8. Exhibitors agree to the set up and take down times of the show as stated.**
9. No exhibitor will be allowed on the show floor prior to 8:00 am on Saturday, April 4, 2020.
10. No late set up allowed. All exhibits must be set up by 9:45 am Saturday April 4
11. No early tear down or departure is allowed regardless of foot traffic, without the direct permission of Woodstock Area Chamber staff on premise.
12. No display or booth is allowed to extend beyond the perimeters of the space or block an exhibitor on either side.
13. For food vendors only there is a non-compete provision. Only one food vendor per food type is allowed. This pertains to main entrée only. Only 3 vendors allowed this year– first come first serve.
14. No equipment with hazardous gas is allowed in the building, i.e. propane, gas, etc.
15. Exhibitors agree to adhere to all safety instructions and recommendations, whether oral or written.

16. No balloons allowed!
17. Selling to the public is allowed, however exhibitor is responsible for their own sales tax.
18. Exhibitor, and all parties participating in an exhibit, must wear exhibitor identification when networking on the show floor with fellow exhibitors. Exhibitor identification will be provided in your exhibitor packet. Packets will be handed to you when you check in prior to set up. (2 exhibitor badges per booth are provided. Additional badges are \$5 each).
19. The resale of booth space is prohibited.
20. If you will be serving food (wrapped or unwrapped) and or beverages in your booth, please call the McHenry County Health Dept. regarding a temporary health permit, 815-334-4585
21. Exhibitors should have their booth staffed at all times during show hours.
22. Parking - after you have moved your items in for your booth, please move your car to the school parking lots on Putnam across the street from the WHS to make room for attendees.
23. No smoking is permitted in the Expo area or in the High School.
24. Wheelchair accessibility is available from the Putnam entrance.
25. Exhibitors—bringing your children to the EXPO to work is discouraged, however if you need to do this, please do not leave your children unattended at any time.
26. The main exhibit floor is stroller and wheelchair accessible.
27. Any damage caused to Woodstock High School or gym floor due to the set up and/or placement of exhibitor's products etc. is the responsibility of the exhibitor (i.e. financial, or replacement) and will be determined by D200 and the Chamber.

**By registering for the Woodstock Area Chamber EXPO 2020 on April 4, 2020 ("ACTIVITY"), Exhibitor agrees to the following terms and conditions:**

**EXPO 2020 Assumption of Risk; Release of Liability; Indemnification.**

Exhibitor, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, agents, and/or guests ("EXPO PARTICIPANT") hereby:

**ACKNOWLEDGES** the ACTIVITY exposes EXPO PARTICIPANT to risks and hazards, some of which are inherent in the very nature of the event itself, others which result from natural causes, error, and negligence on the part of third parties or the EXPO HOST, and that, as a result of the risks and hazards, EXPO PARTICIPANT may suffer serious personal injury and/or property loss; and

**AGREES** that nevertheless EXPO PARTICIPANT freely and voluntarily ASSUMES THE RISKS AND HAZARDS OF THE ACTIVITY; and

**RELEASES** The Woodstock Area Chamber of Commerce, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, and/or agents, and Woodstock High School, of Woodstock Community Unit School District 200 and each of its respective owners, members, managers, officers, directors, employees, volunteers, and/or agents ("EXPO HOSTS") from all liability, recourse, proceedings, claims, and causes of action of any kind whatsoever, including claims of personal

injuries or property losses, which EXPO PARTICIPANT may suffer arising out of or connected with preparation for, or participation in, the ACTIVITY; and  
**DEFENDS, INDEMNIFIES AND HOLDS HARMLESS** EXPO HOSTS from any claims, liabilities, losses, damages, suits, costs, and expenses of any kind or nature including without limitation reasonable attorneys' fees ("Claims") arising from or relating to EXPO PARTICIPANT'S participation in the Activity, except to the extent that any Claims are solely caused by the gross negligence or deliberate misconduct of EXPO HOSTS; and  
**UNDERSTANDS** that by participating in the ACTIVITY, EXPO PARTICIPANT will be forever prevented from suing or otherwise claiming against EXPO HOSTS for any loss or damage connected with any property loss or personal injury sustained while participating in or preparing for the ACTIVITY; and  
**AGREES** these terms are binding on EXPO PARTICIPANT'S heirs, legal representatives, agents, personal representatives, trustees, successors, and assigns.

Please check the boxes below then sign and date. Keep a copy for your records and submit one with your registration form.

- I agree to follow the guidelines outlined above
- I accept the assumption of risk, release of liability and indemnification outlined above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Company Name

\_\_\_\_\_  
Today's Date