

2018 HUNTLEY CHAMBER EXPO EVENT REQUIREMENTS

By registering for the Huntley Chamber Home, Biz & Wellness EXPO, you agree to the following requirements:

By registering or participating in the 2018 Huntley Chamber of Commerce Home Biz & Wellness EXPO March 3rd, 2018 at the Huntley Park District, Exhibitor and/or Event Participant/Entertainment agrees to the terms and conditions:

You MUST sign Event Requirements and Waiver Forms below to participate at the event. Your Exhibitor Packet will be emailed to you shortly after you register and pay for your booth. If you need further information please contact the Chamber Office (847)669-0166.

1. One booth per business, organization, entity, or political representative. No shared space.
2. Exhibitors will not be allowed on the show floor without a signed waiver received by the Huntley Chamber of Commerce by February 23rd, 2018.
3. If you need electricity for your booth it must be ordered and approved by the Huntley Chamber of Commerce in advance at a cost of \$75.00 per booth.
 - a. All electricity requests are subject to approval. (Please complete and submit the Electric Request Questionnaire form).
 - b. If you request electricity **less than 5 days** before the event (and approved), there will be an additional vendor fee of \$35.
4. No Balloons are Allowed by exhibitors! No equipment with hazardous gas is allowed in the building, i.e. propane, gas, etc. Electrical needs must be approved at the time of registration.
5. Exhibitors agree to adhere to all safety instructions and recommendations, whether oral or written.
6. 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 Huntley Chamber of Commerce.
7. If membership is due at the time of registration and/or before March 3, it must be paid in full to receive the member rate. Unpaid membership dues will result in non-member rate for Expo booth.
8. **No refund** will be given after February 1st, 2018.
9. Booth sales are accepted at the discretion of the Chamber.
10. 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.
11. The Chamber is not responsible for two like businesses registering. If your company does not allow this, please check the exhibitor listing periodically for updated company information. The Huntley Home, Biz & Wellness Expo allows multiple businesses in the same category to exhibit. As a Chamber member benefit, members are given preference and first right of refusal.
12. One booth per business, organization or entity, no shared space.
13. The resale of booth space is prohibited.
14. No exhibitor will be allowed on the show floor prior to 12:00 pm on Friday, March 2nd.

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15. Exhibitor agrees to the set up and take down times of the show as stated in the registration event information/packet. If it is reported and verified by Chamber Staff that you began early disassembling of your booth space, you will be charged an additional \$100 and future participation will be evaluated. (Except café vendors)
16. No late set up allowed. All exhibits must be set up by 8:00 am Saturday, March 3rd, 2018.
17. No display or booth is allowed to extend beyond the perimeters of the space or block an exhibitor on either side of the booth.
18. If you will be serving/offering food and are not a designated food vendor you must have approval by the Huntley Chamber of Commerce.
19. Any exhibitor providing/offering food must (wrapped or unwrapped) and/or beverages in your booth, please call the McHenry County Health Dept. regarding a temporary health permit, (814) 334-4484. The Huntley Chamber is not responsible for Health Department requirements for food vendors and/or exhibitors.
20. For food vendors only: there is a non-compete clause. Only one food vendor per food type is allowed. This pertains to main entrée only.
21. Selling to the public is allowed, however exhibitor is responsible for their own sales tax.
22. 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 to you at the start of the Expo
23. Exhibitor should have their booth staffed at all times during show hours.
24. Parking – Exhibitors are required to park in the exhibitor parking area designated on the map. Exhibitors may not park in attendee parking at any time.
25. Exhibitors—bringing your children to the expo is discouraged, however if you need to do this, please do not leave your children unattended at any time.
26. No alcoholic beverages or smoking is permitted on park district property.
27. Any damage caused to the Park District Building or 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 the park district.
 - a. Your exhibit may require you to list Huntley Park District as additional insured/payee, which will be determined by HPD.

Signature: _____ **Date:** _____

Company Name: _____

Phone #: _____

EXHIBITOR WAIVER AND ASSUMPTION OF RISK
2018 Huntley Area Chamber Home, Biz & Wellness Expo
Hosted by the Huntley Area Chamber of Commerce

The undersigned, _____
(Name of Company Representative)

and _____
(Name of Company or Organization)

agree to the terms of this Waiver and Assumption of Risk. The Huntley Area Chamber of Commerce, and Huntley Park District shall be held harmless in all claims, whether of liability in personal injury, bodily injury or property damage that may arise from my presence at the Huntley Area Chamber Home & Business Expo.

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 Huntley Chamber of Commerce, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, and/or agents, and the host , Huntley Park District, and each of its respective owners, members, managers, officers, directors, employees, volunteers, and/or agents ("EXPO HOST") 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 HOST 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 HOST; and

UNDERSTANDS that by participating in the ACTIVITY, EXPO PARTICIPANT will be forever prevented from suing or otherwise claiming against EXPO HOST 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.

This Waiver and Assumption of Risk is effective from Friday, March 2nd, 2018 beginning at set up of show and ends on Saturday, March 3rd, 2018 until exhibit space is taken down, inclusive and may not be revoked, altered, amended, rescinded or voided without the express prior written consent of the Huntley Area Chamber Board of Directors.

Date: _____

Company Representative Signature

Company Name

**Please submit all forms to Chamber.
Scan and email to admin@huntleychamber.org.
Include your Electric Questionnaire if electricity is needed.**

**If you are unable to scan and email, please fax (847) 669-0170 or mail to
Huntley Area Chamber of Commerce, PO Box 399, Huntley, IL 60142
Phone (847) 669-0166**

THANK YOU! WE LOOK FORWARD TO SEEING YOU!