

# Post Falls Chamber Of Commerce

## 2019 COMMUNITY BUSINESS FAIR

Wednesday, April 24, 2019 - 4:00pm to 7:00pm  
The Greyhound Park & Event Center

### Exhibitors...

- Will set-up from 1:00-3:00pm
- Receive an approximate 8' X 10' booth space, 6' skirted table
- Receive a Business Recognition Advertisement in the Coeur d'Alene Press.  
\* Approximately 23,000 will be distributed.
- Will benefit from the marketing and advertising plan that includes radio, newspaper, e-mail blasts and local signage
- Over 800 guests attended in 2018.
- Will provide a \$25 gift card or basket to be awarded as a part of the Business Bingo Game

### General Exhibitor Guidelines:

1. Event staff will control all aisle space and reserves the right to make adjustments as they deem necessary to improve the safety, layout and character of the show.
2. Exhibitor's display, including but not limited to carpet, etc. may not extend into the aisle. At no time may an exhibitor or representative pass out literature or promotional material from an aisle way and agrees to keep all aisle ways clear and free of any obstructions or obstacles. No exhibit space may be higher than 8 feet without the expressed written consent of the Chamber. The exhibitor shall arrange their space as to not interfere or obstruct from view adjoining displays or booth spaces. During the advertised hours of the show the exhibitor's space must be attended.
3. Exhibitor's signs and banners are only allowed in the exhibitors' booth space area. Any literature or promotional material, such as signs and/ or banners is not allowed over the aisle ways or in any areas other than your exhibit space. Banners may be hung from the top rail of the exhibit back drop drape using hanging hooks, plastic zip ties, wire, string, or fishing line ONLY. No signs or banners are allowed to be pinned or taped to the provided exhibit drapes, decorating, or facility. Exhibitor will be responsible for any damage that may be caused to the back drop exhibit drapes or facility.
4. All exhibits must be set up and in place no later than 30 minutes prior to the public opening of the show. At no time will any display items (except literature) be allowed to enter the facility after this time.
5. All exhibits must remain completely set up and in place for the ENTIRE time of the show.
6. All displays must be removed from the facility no later than 9:00pm the night of the show. Any material and/or equipment left in the facility after 9:00pm shall be removed at the exhibitor's expense. The exhibitor booth space must be cleaned of all debris and garbage and left in the same condition it was received.
7. Exhibitor and its owners or agents, agree to be responsible for any and all damages done to any persons or property by itself or its employees, agents, or owners, and to PROTECT, DEFEND, INDEMNIFY, AND HOLD HARMLESS, The Post Falls Chamber of Commerce and any of its owners, agents, employees, insurers, and any other person or organization associated with the FACILITY and or the EVENT from any and all claims, actions or suits, whether past, present, or future, whether known or unknown, and asserted or unasserted. Exhibitor and its owners, or agents, agree to pay all judgments or settlements resulting from any claims, actions or suits and shall pay for all costs, attorney fees and relative necessary.

# EXHIBITOR AGREEMENT

Email form to: [jeannette@postfallschamber.com](mailto:jeannette@postfallschamber.com)



We (I), hereby enter into this agreement with The Post Falls Chamber of Commerce for exhibition booth space in the 2019 Community Business Fair to be held April 24, 2019, at the Greyhound Park Event Center.

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Product to be displayed: \_\_\_\_\_

## Exhibitor Booth:

\_\_\_\_\_ 8' x 10' Booth - \$250.00 (pay before March 1, \$225.00)

\_\_\_\_\_ Future-members \$350.00 (pay before March 1, \$325.00)

## Premier Booth: (Only 8 available)

Includes power. Exhibitor responsible for providing extension cord and powerstrip.

\_\_\_\_\_ 8' X 10' Booth - \$275      Nonmembers - \$375

## Spotlight Sponsor: (Only 8 available)

Spotlight Sponsor booths include (one) "premium" location 8' x 10' booth with special recognition in The Press as a spotlight sponsor. (Full Page Ad)

\_\_\_\_\_ 8' x 10' "Spotlight Sponsor" Booth - \$525.00

## Grand Sponsor:



## Payment

Payment by April 15, 2019 is appreciated and will secure your vendor space for the business fair.

Please find check enclosed made payable to: Post Falls Chamber.

Please bill my credit or debit card in the amount of \$ \_\_\_\_\_

Visa/MasterCard Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**I hereby agree with the terms and conditions of this agreement.**

Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_