



Thursday October 5, 2017
4:00-7:00 p.m.
Par-A-Dice Hotel & Casino

The 17th Annual Oktoberfest Business Expo offers a unique opportunity to showcase your business and gain exposure within the community. Business leaders from a wide variety of organizations attend this annual event, making this the best place to get in touch with potential clients.

Email completed forms to Audrey Miller at audrey@epcc.org

Company: _____
Address/Zip: _____
Contact
Name: _____ Phone: _____ Fax: _____
Email: _____

All registration forms must be received by **Noon** on **Sept. 25th**.

***Temporary Food Establishment forms for food vendors need to be received by Sept. 27th**

- One six-foot tabletop only - \$100 One six-foot tabletop w/electricity - \$130
The tabletop space is available on a first-come basis. Tables are covered and skirted.


Check here if you are a restaurant that will be serving food **(Will receive 50% off the registration).**

Check here if you will have a drawing at your booth. Greg will come to your booth and announce the winner.

Comments (i.e. against the wall, oversized display, etc.): _____



Thank you for registering to be an exhibitor at the Annual Oktoberfest Expo. We are excited to have you as a participant! Please review the following before the event:

- All participants must sign the **Idemnification form** and have it submitted to our office before you set up.
- **All restaurants** must complete the **Application for Temporary Food Establishment forms**. To avoid additional fees, the forms need to be submitted to the East Peoria Chamber of Commerce office **two weeks before** the event
- The tables are six-foot with a black skirt. 
- Participants in need of electricity will need to confirm they are **registered for electricity**. Those participants will have a table located along a wall. Electricity will not be ran to a table not by a wall. **You will not be able to sign up for electricity the day of the event.**
- You can begin setting up at 9:00 a.m. at the Par-A-Dice Hotel. We would prefer all set up to be completed **by 3:00 p.m.** This will allow pictures to be taken of your booth and exhibitors to mingle before the doors open at 4:00 p.m.
- Tear down is immediately following the Oktoberfest at 7:00 p.m. as the Par-A-Dice has an event the next day.
- For easier access to the ballroom, large booth items may be brought in through the three big doors in the back of the hotel on the road between the Par-A-Dice and the Hampton Inn. **ARRANGEMENTS MUST BE MADE PRIOR TO ARRIVAL WITH KIM AT 309-694-5987 TO ENSURE THE DOORS WILL BE UNLOCKED.**
- Exhibitors may offer door prizes to participants. Greg Batton will be our Emcee and will come to your booth and announce the winner.
- The Par-A-Dice has Wi-Fi.



Oktoberfest Exhibitor Indemnification Agreement

- The use of the exhibit space by exhibitors at Oktoberfest is governed by the East Peoria Chamber of Commerce, hereinafter “EPCC”.
- **All exhibitors must be members of the EPCC.** Exhibits may only reflect the name and products/services of the member company as registered with the EPCC.
- **Booth sharing is NOT allowed.** Only one member company per table.
- **All aisle space** is under the control of the EPCC and **cannot be used in any way** for exhibit purposes, distribution of merchandise, gifts, marketing materials, etc.
- **Noise must be kept to a nominal level.** Moving displays, motion pictures, slides, films, television screens, flashing or blinking lights, etc., may be operated only when positioned as to not attract or create a crowd **in the aisles or cause a disruption to the adjacent booths.**
- You have received, read and understand the **informational page.**
- **Cancellations and refunds** – Refunds will only be considered if cancellation is received 4 days prior to the event. If an exhibitor cancels this agreement, they cannot reassign the contract for this space. If the space is resold by the EPCC, the exhibitor will receive a refund of all monies it paid to date minus a \$25 administrative fee. **NO refunds for cancellations that are made within 3 days of the event.**

In consideration of the granting of approval by the EPCC to “Exhibitor” to display at the Oktoberfest, and for the valuable publicity that the Exhibitor will receive in connection therewith, and for other due and substantial consideration, the receipt of which is hereby acknowledged, the Exhibitor hereby agrees on behalf of itself and its successors and assigns to indemnify and hold harmless the EPCC, members of its Board of Directors and staff, the Par-A-Dice Hotel/Casino and its respective employees, agents, legal representatives, successors and assigns from any and all claims, demands, causes of action, proceedings, expenses, fees, fines, penalties and liability of any and every kind and nature whatsoever arising out of or in any way connected with the Exhibitor’s participation in the EPCC’s Oktoberfest.

It is further understood and agreed by the Exhibitor that the EPCC shall not be liable to the Exhibitor for any damage to, or misappropriation, or disappearance of any property of the Exhibitor, or for any injury to any employee or agent of the Exhibitor, arising out of or in any way connected with the Exhibitor’s participation in the EPCC Oktoberfest.

In addition, it is understood and agreed by the Exhibitor that it will leave the property of the Par-A-Dice Hotel in the same condition as found, and that it will assume any and all responsibility for any damage to the property of the Par-A-Dice Hotel or injury to any individual arising out of or in any way connected with the Exhibitor’s participation in the EPCC Oktoberfest.

Exhibiting Company

Signature of Authorized Employee

Date