

2010 Community EXPO

RULES & REGULATIONS AGREEMENT

Saturday, March 27, 2010

9 am – 3 pm

Cuyahoga Falls Natatorium – 2345 4th Street, Cuyahoga Falls



REGISTRATION/SET UP

Friday, March 26th 5 pm to 7 pm - Community Room

Saturday, March 27th 7 am to *8 am - Community Room

*IF YOUR TABLE/SPACE IS NOT SET UP BY 8:30 AM THE MORNING OF THE EXPO
YOU WILL FORFEIT YOUR PAID TABLE/SPACE – NO REFUNDS

TEAR DOWN

Saturday, March 27th 3:00 pm (no earlier)

IF YOU TEAR DOWN/LEAVE THE EXPO EARLY YOU WILL NOT BE ASKED BACK TO THE NEXT EXPO
EXHIBITORS WILL HAVE 1 HOUR TO TEAR DOWN AFTER THE EXPO ENDS AT 3:00 PM. ANY ITEMS LEFT BEHIND
WILL BE DISPOSED OF AND THE CHAMBER OF COMMERCE AND THE CUYAHOGA FALLS NATATORIUM WILL NOT
BE HELD RESPONSIBLE OR LIABLE.

RULES AND REGULATIONS:

- The Community Expo Committee reserves the right to decline or prohibit any exhibit, or part of exhibit, which is not in keeping with or is detrimental to the character and spirit of the EXPO.
- All exhibitors will promote their business/organization from their assigned exhibit booth/table space only. Any activity at your booth/table space must fit within the space. Aisles must be kept clean and clear.
- You may purchase refreshments from the Cuyahoga Falls Natatorium. Eating at your booth/table space is prohibited. Beverages are permitted.
- Please use the trash receptacles provided to dispose of any trash. YOU are responsible for keeping your area clean and trash at the end of the Expo.
- The fastening of materials to building walls, ceilings, floor or columns is **expressly prohibited**.
- Any exhibitor with an interactive display with the public will be required to supply advance proof of liability insurance.
- This Expo is for display purposes only. The exchange of money is **expressly prohibited**.
- No cash or credit card transactions may take place during the Expo! Orders may be taken. The EXPO is for the display and promotion of your wares, goods and services only.
- **NO SMOKING IS PERMITTED INSIDE THE NATATORIUM OR ON THE GROUNDS AS THE CITY OF CUYAHOGA FALLS AND NATATORIUM IS DESIGNATED A NON-SMOKING CAMPUS. THIS IS MONITORED.**
- Consider offering a door prize at your booth. You will need a receptacle and entry blanks for this. Door Prize drawings will begin at approximately 2:00 pm at the podium and exhibitors may come up to the podium and announce their drawing or the Committee may assist you with this.
- All other rules that apply to any visitor at the Natatorium also apply to all Expo exhibitors and visitors.
- No soliciting is permitted by any Expo Visitors. This is strictly enforced.
- Chamber Membership Dues must be current to participate in the Community Expo and receive the Member Expo rate.

PARKING:

- **SET UP:**
- Please unload your vehicle at the EAST entrance of the Natatorium (facing City Hall Building/Second Street) the doors are marked **Conference and Banquet Center Entrance**. Then promptly move your car from the unloading area.
- **EVENT DAY PARKING:**
- Park across the street in City parking lot on Oakwood/Third Street. This allows for parking for the attendees.

BOOTH SIZE/TABLE COVERS/ELECTRICITY:

- Each exhibitor is given an **approximate 8' x 3' space /with a 6' table and 1 chair.** **Chamber of Commerce reserves the right to adjust space allotment without notice.*
- You are not permitted to move your assigned table without permission from the Expo Chairpersons.
- Plastic skirts and table covers are available for \$25 pre-paid/reserved. **All exhibitor tables must be covered.** No exceptions.
- Electric is available for a \$25 pre-paid/reserved. **(Electric will not be available the day of the Expo.)**
- Exhibitors are prohibited from using household extension cords. Only 14 gauge extension cords (commercial grade) or power strips with surge protection will be permitted.

SECURITY & LIABILITY:

- Security is not provided. The Natatorium, nor the Cuyahoga Falls Chamber of Commerce will be responsible for any loss, damage, injury or theft that may occur to the exhibitor or their employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by the exhibitor contract.
- The exhibitor upon signing the contract expressly releases all claims for loss, damage or injury.
- Any damage to the exhibit hall/community room due to the carelessness of an exhibitor will be the responsibility of the exhibitor.
- Trash is your responsibility at all times to dispose of and your area must be kept clean.
- The front of your table space must kept clear with nothing in the aisle or in front of your table.

AMPLIFICATION:

- The use of recording, slides or other audio-visual equipment is allowed from your booth/table space only.
- Please keep the volume of any such devices at a level that does not exceed that of normal conversation.

SHARING/SUBLETTING OF SPACE:

- Only paid exhibitors whose name is on the signed contract may promote their business from an exhibit space.
- Event policy strictly prohibits the resale or subletting of exhibit space.
- Exhibitors may only display merchandise regularly sold by them and listed on the Expo Contract.

MATTERS NOT COVERED:

- The Cuyahoga Falls Chamber of Commerce EXPO Committee reserves the right to rule on all matters pertaining to the show, whether expressly mentioned or not.
- The exhibitor, by signing the contract below, agrees that all rulings on pages 1-2 shall be binding upon both the exhibitor and the Cuyahoga Falls Chamber of Commerce.

EXPO RULES AND REGULATIONS AGREEMENT:

- *By signing this Expo Rules and Regulations Agreement you and your company listed agree to the Expo Rules and Regulations on pages 1-2. All exhibitors must sign these Expo Rules and Regulations Agreement and the Expo Contract to be able to participate in the Expo. No exceptions.*
- *Please sign and mail or fax to the Cuyahoga Falls Chamber of Commerce by Friday, March 12, 2010 - 12:00 noon.*

***Business Name** _____

**You will be listed this way in the Expo event program if paid by March 12, 2010 – 12 Noon*

Contact Name _____ **Contact Title** _____

Address _____

Email _____ **Phone** _____ **Cell Phone** _____

Signature _____ **Date** _____

Please provide a short description of your business that will be on display at the Expo:

Cuyahoga Falls Chamber of Commerce
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