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EXHIBITOR INFORMATION & GUIDELINES

By registering for the 2024 Crystal Lake Business & Family EXPO on Saturday, November 16, 2024, Exhibitor agrees to the following terms and conditions:

Your registration entitles you to the following:

- Approximately 8' deep X 10' wide exhibitor booth in main section. Some booths in other sections may be slightly smaller.
- One 6' skirted table.
- Two folding chairs.
- Text inclusion in the Business Expo Show Directory (with registration by November 1st).

- 2 water bottles per booth

SET-UP: Saturday, November 16, 2024 6:00 A.M. – 9:30 A.M.

BOOTHS **MUST** BE COMPLETE BY 9:30AM!

EXPO Date & Time: Saturday, November 16, 2024 10:00 A.M. – 3:00 P.M.

BOOTHS MUST BE STAFFED DURING THESE HOURS - DO NOT BREAK DOWN EARLY!

EXPO showcases the following:

Home & Business Vendors, Health, Fitness, Travel, Retailers, & Entertainment

DISMANTLING BEGINS: 3:00 P.M. Saturday, November 16, 2024 **NO EARLIER THAN 3:00 P.M.**

PROTECTION OF EXPOSITION HALLS: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, drapes or other parts of the building, decorating materials or furniture. Exhibitors violating this regulation are express bound, at their expense, to repair any such damage to Holiday Inn Conference Center. Holiday Inn Conference Center may at their sole discretion select the contractor to repair any such damage and authorize the contractor to proceed with the repairs without prior notification to the exhibitor.

FIRE PRECAUTION: Combustible decorations and flammable chemicals cannot be used in any manner by any exhibitor. All packing containers, excelsior, and similar materials are to be removed from the floor upon completion of the booth setup.

PAYMENT: Payment in full must accompany the registration form! Application will <u>NOT</u> be processed without payment.

ADDITIONAL EXPO GUIDELINES

- 1. If you need electricity for your booth, it must be ordered in advance at a cost of \$50 per booth.
- 2. No balloons are allowed!
- 3. Payment in full must be submitted with your complete registration and is on a first come, first serve basis. Checks should be made payable to the Crystal Lake Chamber of Commerce.
- 4. No refund will be given after November 1, 2024. Partial refund of 25% prior to November 1, 2024.
- 5. Booth sales are accepted at the discretion of the Chamber.
- 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. The Crystal Lake Business 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 preference and the first right of refusal.
- 8. The resale of booth space is prohibited.
- 9. No exhibitor(s) will be allowed on the show floor prior to 6:00 am on Saturday, November 16, 2024 for set up.
- 10. Exhibitor agrees to the set up and take down times of the show as stated in the registration packet.
- 11. No late set up allowed. All exhibits must be set up by 9:30 am Saturday, November 16, 2024.
- 12. No display or booth is allowed to extend beyond the perimeters of the space or block an exhibitor on either side of the booth.
- 13. No equipment with hazardous gas is allowed in the building, i.e. propane, gas, etc.
- 14. Exhibitors agree to adhere to all safety instructions and recommendations, whether oral or written.
- 15. Selling to the public is allowed, however the exhibitor is responsible for their own sales tax.
- 16. 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.
- 17. Exhibitor should have their booth always staffed during show hours.
- 18. Parking after you have moved your items in for your booth, please move your car to make room for attendees. Details to follow.
- 19. Parents—Please do not leave your children unattended at any time at your exhibitor booth.
- 20. No alcoholic beverages or smoking is permitted on the property
- 21. Any damage caused to the facility 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 facility.
- 22. Participants are encouraged to provide a form of entertainment or give away.

We thank you for your continued support and trust in the Crystal Lake Chamber of Commerce