

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/tradeshaw 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