



SPACE AGREEMENT & CONTRACT

Business EXPO: January 13, 2022

In completing this contract, Exhibitor agrees to provisions set forth in Rules & Regulations provided.

Exhibitor Firm (Please print or type): _____

Contact Person: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: (____) ____ - ____ Contact Cell: (____) ____ - ____ Contact Fax: (____) ____ - ____

The Exhibitor may reserve the exhibit space(s) of his/her choice after payment has been paid in full to the Chamber of Commerce. Any exhibitor cancelling booth space after January 7, 2022 forfeits this fee. This deadline is dictated by an agreement with the event venue. Each booth will consist of an 8' draped backdrop and two 36" draped side rails. The Forum will provide one 8' table with skirting, 2 chairs, electricity, and wireless internet for each booth. Exhibitors are responsible for providing booth carpet and any additional tables or chairs needed along with an extension cord to access electricity and hooks to hang any additional signage. There are two types of booths available in the Exhibition Hall: the standard 8'x10' unit that is open on one side; and the corner 8'x10' unit that is open on two sides. The cost of each 8'x10' unit is as follows:

	Registration Date	Regular Unit	Corner Unit
"Early Bird" Fee	By November 30 th	\$290.00	\$315.00
Standard Fee	Beginning December 1 st	\$340.00	\$365.00

Booth Space will not be reserved without BOTH a signed contract AND full payment delivered to the Chamber. The Chamber will not hold booth space without payment. Payment received after November 30th, 2021 will be subject to the Standard Fee regardless of when the contract is received. No Exceptions. See payment options below.

Booth Number Preference: 1st Choice ____ 2nd Choice ____ 3rd Choice ____ 4th Choice ____

**See Booth Layout diagram for venue layout.*

***There is a \$25 discount for each additional booth.** Exhibitor will need a total of _____ (8'D x 10'W) booths.

Booth(s) Assigned: _____ TOTAL DUE: _____

**To be completed by Chamber staff.*

**To be verified by Chamber staff.*

Payment Method: Cash/Check/Money Order Visa/MasterCard/American Express/Discover Card
Card Number: _____

Expiration Date: _____ Security Code: _____

I agree that the above information is correct and that I will abide by all the Rules & Regulations as attached. I understand that payment must be made in full to the Chamber before my booth(s) will be held and that all booths will be sold on a first come first serve basis. I understand that any electronic signature below constitutes a legally binding agreement. The event will be cancelled at the Forum if the positivity rate is higher than 5% or there are more than 98 cases of COVID in the community based on the CDC's COVID data tracker.

Signed: _____ Date: _____

MAIL TO: Rome Floyd Chamber
Attention: Thomas Kislak
1 Riverside Parkway
Rome, GA 30161

FAX TO: Rome Floyd Chamber
Attention: Thomas Kislak
706-232-5755
EMAIL TO: Tkislak@romeomega.com

RULES & REGULATIONS

Please initial by each of the Rules & Regulations.

COVID-19: All Exhibitors must follow guidance from the Centers for Disease Control and Prevention (CDC) as well as state/local public health authorities on how best to slow the spread of this disease and protect their staff, customers, clients, and the general public. The event will be cancelled at the Forum if the positivity rate is higher than 5% or there are more than 98 cases of COVID in the community based on the CDC's COVID data tracker.

1. **Contract for Space.** This application for exhibit space, together with the Rules & Regulations, constitutes a contract for the right to exhibit at the Rome Floyd Chamber Business EXPO. The Exhibitor also agrees to comply with the Rules & Regulations of The Forum. **The Chamber is not responsible for any lost, damaged or stolen items.**
2. **Membership.** Your membership with the Rome Floyd Chamber must be current prior to registering. If your membership account becomes delinquent, you will lose your Business EXPO booth(s).
3. **Door Prizes.** If you choose to have a door prize at your booth, the Chamber will not be able to announce your winner from the Chamber booth. You will be responsible for announcing your door prize winners which can be done via company text or email.
4. **Payment.** Payment for exhibit space is due at the time of the booth reservation. NO REFUNDS WILL BE GRANTED AFTER JANUARY 7, 2022.
5. **General Restrictions.** The Exhibitor agrees to abide by the following General Restrictions:
 - a. **Rights Reserved.** The Chamber reserves the right without recourse to prohibit any exhibit or part of any exhibit which, in their opinion, is not suitable or in keeping with the character of the Business EXPO. This reservation regards persons, things, conduct, printed material, catalogs, etc. Aisle space may not be used for exhibit purposes or for displayed signs.
 - b. **Apportioning.** No Exhibitor shall assign, sublet, or apportion the whole or any portion of space allotted, nor exhibit therein, any products and/or services other than those produced or distributed by the Exhibitor in the regular course of business.
 - c. **Public Area.** The use of any public area outside of the exhibit area for the display of products and/or services, for demonstrations, or the distribution of circulars, samples or other material is prohibited.
 - d. **Audio.** No application of audio that interferes with adjoining exhibits will be permitted in the exhibit area.
 - e. **Damage to Venue.** Tacking, posting, taping, or nailing signs, banners, etc. to any permanent walls or woodwork will not be permitted. Any damage to the exhibit hall by the Exhibitors or their employees or agents must be paid for by the Exhibitor causing such damage.
 - f. **Banners/Signs.** Banners/Signs not provided by the Chamber as part of this event may not be placed anywhere outside your booth in The Forum. Banners/Signs shall not obstruct the view of any other booth. You will be asked to remove these signs from the booth area.
 - g. **Bottled Gas.** The use or storage of bottled gas is prohibited.

6. **Fire Regulations.** No explosives, fuel, combustibles of hazardous materials, decorative materials neither fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into The Forum.
7. **Electrical Compliance.** All electrical, pneumatic, and hydraulic equipment must meet the requirements of all applicable electrical and safety codes.
8. **Display & Construction Regulations.** No exhibit booth shall be allowed to obstruct clear vision to other booths in the same line or adjacent lines. Booths are not allowed to be over 10 feet tall.
9. **Booth Awards.** Each Exhibitor will have the opportunity to have his/her booth judged for two contests. A panel of judges will examine each booth and will choose a “Best in Show.” Visitors of Business EXPO will be encouraged to cast a ballot for the “People’s Choice Award.”
 - “Best-in Show” Grand Prize will be a **free booth** at **The November 2022 Business EXPO.**
 - “People’s Choice” Prize will be a **\$100.00 booth discount** at **the November 2022 Business EXPO.**
10. **Exhibit Day & Hours.** All Exhibitors must deliver all necessary items for their booths by 3:00pm on Wednesday, January 12, 2022, though setup may continue until 4:00pm. Please remember to plan your day around these times because **No load-in will be permitted 3:00pm – 4:00pm.**
January 2022 Business EXPO operating hours are as follows:
 - Thursday, January 13, 2022, 10:00am – 5:00pm **Open to the Public**
 - Thursday, January 13, 2022, 5:00pm – 5:30pm **Vendor Networking**
 - Thursday, January 13, 2022, 5:30pm – 7:30pm **Business After Hours**

Your booth must be staffed and remain open during show hours on January 13, 2022. The Rome Floyd Chamber is not responsible for any lost or stolen items. **DO NOT begin dismantling your booth until AFTER 7:30pm until 9pm on Thursday, January 13, 2022.**
11. **Load-In.** All booth materials must be placed in The Forum arena between 8:00am and 3:00pm on Wednesday, January 12, 2022. Booth set-up hours will be 8:00am – 4:00pm. Therefore, no load-in of booth materials will be permitted 3:00pm – 4:00pm, though set-up may continue until 4:00pm.
12. **Load-Out.** All booth materials must be removed from The Forum arena on Thursday January 13 between 7.30pm and 9pm or on Friday, January 14, 2022, between 8:00 am and 12:00pm. No items will be allowed to remain at The Forum after 12:00pm.
13. **Vehicle & Motor Regulations.** Any exhibitor displaying a vehicle or gasoline powered motor must abide by the following guidelines:
 - a. A protective covering must be placed under the vehicle.
 - b. No more than 1/4 tank of gas may be in vehicle.
 - c. The gas cap must be locked.
 - d. The battery must be disconnected.

All other applicable rules of The Forum will be in effect. The Rome Floyd Chamber will not be held liable for any injuries or damages incurred during Business EXPO.

Vendor Booth Layout

