

Frankfort Chamber

“Striving for Excellence”



**Saturday,
March 6, 2010**

9:00 a.m.—3:00 p.m.

**Lincoln-Way East
High School Field House
201 Colorado Avenue ~ Frankfort**

Participate As a Booth Exhibitor

Awards

Expo Awards and Best Booth Displays
Free Community Raffle
Gold, Silver, and Bronze Awards (Adults)
2 - \$25.00 Children's Awards (17 and Under)

To secure a booth, fill out the **reverse side** registration form and return it with your payment to the Frankfort Chamber by **February 19, 2010**.
(Easy Registration is also available on-line, Under the Calendar of Events)

2010 Business Expo Showcase
Chairman, Don Olivieri Jr.
Co-Chair, Keith Ogle



123 Kansas Street
Frankfort, IL 60423
Phone: 815-469-3356
Fax: 815-469-4352
E-Mail: office@frankfortchamber.com

**FRANKFORT CHAMBER OF COMMERCE ~ 2010 ANNUAL BUSINESS EXPO SHOWCASE
EXHIBITOR REGISTRATION FORM**

Company: _____
 Name/Title: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Website: _____
 E-Mail: _____

- Chamber Member Booth **Early Registration** (Deadline: February 19, 2010) **\$ 125.00**
 BOOTH: 10'wide X 12' deep BOOTH with a high-back drape, 2 1/2' X 8' table, 2 chairs,
 tablecloth, skirting, booth #, name badges, & wireless internet connection
- Chamber Member Booth (After February 19, 2010) **\$ 175.00**
 BOOTH: 10'wide X 12' deep BOOTH with a high-back drape, 2 1/2' X 8' table, 2 chairs,
 tablecloth, skirting, booth #, name badges, & wireless internet connection
- Chamber Member **Additional Booths** (for registered exhibitor only) **\$ 75.00**
 BOOTH: 10'wide X 12' deep BOOTH with a high-back drape, 2 1/2' X 8' table, 2 chairs,
 tablecloth, skirting, booth #, name badges, & wireless internet connection
- Chamber Member Taste of Frankfort Food Booth **\$ 185.00**
 *Chamber pays Will County Health Department Fee
- Non-Chamber Member Booth Fee Charge **\$ 450.00**
 BOOTH: 10' wide X 12' deep BOOTH with a high-back drape, 2 1/2' X 8' table, 2 chairs,
 tablecloth, skirting, booth #, name badges, & wireless internet connection
- Electrical (**LIMITED TO THE FIRST 30 BUSINESSES**) **\$ 50.00**
 Due to electrical limitations at LWHS, one electrical item per booth,
 please list the type of item to be plugged in: _____

TOTAL \$ _____

My check is enclosed MasterCard Visa

Card #: _____ Exp Date: _____ V-Code: _____

Signature: _____

For layout purposes, describe type of business: _____

Please describe display (list items over 100 pounds) and including any merchandise for sale or Expo Food Booth menu

No goods or services other than those specified above shall be exhibited. The undersigned Exhibitor agrees that it will, at all times after the date of this Agreement, save **Frankfort Chamber of Commerce** and **Lincoln-Way High School** harmless and keep said indemnified: (a) From and against all costs, claims, expenses and damages, including expert and attorney's fees, arising from the operation by the Exhibitor of a booth at the Community Expo on March 6, 2010; and, (b) By reason of any action or other proceeding which shall or may be brought or instituted against the said Frankfort Chamber of Commerce and Lincoln-Way High School for or in respect of the operation of said booth at said Expo Showcase concerning its stock in trade, effects and premises, or for or in respect of the recovery of the several sums of money which might be due and owing from the Exhibitor in respect of their operations including all costs, claims, expenses and damages.

Please make all checks payable to the Frankfort Chamber of Commerce, 123 Kansas Street, Frankfort, IL 60423. Upon receipt of exhibitor registration and payment, Exhibitor also agrees to Expo rules and regulations that were mailed. Please attach your Certificate of Liability Insurance (COI) covering your exhibit for a minimum of \$100,000.

Authorized Signature: _____ Date: _____

BUSINESS EXPO SHOWCASE RULES AND REGULATIONS

“Striving for Excellence”

1. CONTRACT FOR SPACE - All persons, firms, companies, or associations desiring to exhibit in our 2010 Business Expo Showcase, must fully complete and return the Exhibitor Registration Form along with payment in full.
2. HOURS OF BUSINESS EXPO – The 2010 Business Expo Showcase will be open to the public from **9:00 a.m. to 3:00 p.m.** on Saturday, March 6, 2010.
3. ALLOTMENT OF SPACE - Exhibition space allotted by, or under authority of, the 2010 Business Expo Showcase Committee, or its authorized representative. Use of the space will be for the sole purpose of exhibiting goods and/or services. You are encouraged to decorate your booth using our theme!
4. CERTIFICATE OF INSURANCE - All exhibitors in the Expo Showcase must provide proof of Business Liability Insurance: General Liability/Property Insurance minimum of \$100,000. (Submit Certificate of Insurance with completed Exhibitor Registration Form)
5. PAYMENT FOR SPACE - **All fees must accompany application.** Please make your check payable to the Frankfort Chamber of Commerce. If you would like additional booth spaces registered to an individual business, the additional booth fees will be \$75 per booth. Please return your application before the deadline of February 19, 2010. If you are using your credit card to pay the fees, you can register on-line at www.frankfortchamber.com, under the Calendar of Events select March 6, 2010—2010 Business Expo Showcase.
6. INSTALLATION OF EXHIBIT - A single booth space is 10' wide X 12' deep. **A double space may be side by side or back to back. Please note on application which you prefer.** All tables in booth area must be skirted which is provided. **Friday evening setup is mandatory and should be completed by 9:30 p.m.** The high school will inform us of the times for setup in February. The times are usually 7:00 p.m. until 9:30 p.m. Taping, driving nails or tacks in the floor or walls of building is strictly prohibited. All exhibits must be in place and in order and all trash removed by 8:30 a.m. Saturday morning. Any damage caused to the building or booth equipment by installation or removal of exhibits will be charged to and paid for by the exhibitor.
7. REMOVAL OF EXHIBIT - No exhibits shall be broken down nor shall any removal of structures be made until 3:05 p.m. **All refuse must be removed from booth space area upon breakdown.** If breakdown is started before 3:05 or the booth is not completely cleaned, the exhibitor will not be allowed in the 2011 Expo Showcase.
8. ANNOUNCEMENTS - Although the Committee encourages giveaways, we will not be announcing hourly winners for our exhibitors. The Committee feels it is more beneficial for you to have your raffle winners talk to you or visit your business personally at a later date.
9. **Direct sales of your merchandise will be allowed, per approval from the Chamber office. You may also offer raffles to our attendees. Helium balloons may be used to decorate exhibits but may not be handed out.**
10. PLEASE - Remember to have a relief person for your restroom and lunch breaks.