



2019 COMMUNITY SHOWCASE RULES AND REGULATIONS

1. **CONTRACT FOR SPACE** - All persons, firms, companies, or associations desiring to exhibit in our 2019 Community Showcase, must fully complete and return the Exhibitor Registration Form along with payment in full.

2. **HOURS OF COMMUNITY SHOWCASE** - The 2019 Community Showcase will be open to the public from **10 a.m. to 2 p.m.** on Saturday, March 16, 2019.

3. **ALLOTMENT OF SPACE** - Exhibition space allotted by, or under authority of, the 2019 Community Showcase Committee, or its authorized representative. Use of the space will be for the sole purpose of exhibiting goods and/or services. Direct sales of your merchandise will be allowed, per approval from the Chamber office.

4. **CERTIFICATE OF INSURANCE** - All exhibitors in the Community Showcase must provide proof of Business Liability Insurance: General Liability/Property Insurance minimum of \$100,000.

Please list the Frankfort Chamber of Commerce and Lincoln-Way East as additional insureds. (Submit Certificate of Insurance with completed Exhibitor Registration Form)

5. **PAYMENT FOR SPACE** – **All fees must accompany application.** Please make your check payable to “Frankfort Chamber of Commerce” and return your application as soon as possible (space is limited). 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 16, 2019 / 2019 Community Showcase).

6. **INSTALLATION OF EXHIBIT** – All exhibitors must park in the West parking lot (by tennis courts) and enter through the West door, directly to the Field House. A single booth space is 10' wide X 10' deep. All tables in booth area must be skirted which is provided. **SATURDAY MORNING SET-UP Saturday Morning Set-Up begins at 7:30 a.m. and MUST be completed by 9:00 a.m.** **If a FRIDAY NIGHT SET-UP is necessary, please call the Chamber Office to make arrangements.** Taping, driving nails or tacks in the floor or walls of the building is strictly prohibited. All exhibits must be in place and in order and all trash removed by 9:00 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 2:05 p.m. **All refuse must be removed from booth space area upon breakdown.** If breakdown is started before 2:05 p.m. or the booth is not completely cleaned, the exhibitor will not be allowed in the 2020 Community Showcase.

8. **ANNOUNCEMENTS** - Although the Committee encourages giveaways, we will not be announcing 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. **You may also offer raffles to our attendees. Helium balloons may be used to decorate exhibits but may not be handed out.**