

Vandalia Chamber of Commerce Home and Lifestyle Expo 2010

Vandalia Elementary School Gymnasium & Vandalia Junior High School Gymnasium
1011 & 1017 West Fletcher
Vandalia, IL 62471
Phone: (618) 283-2728
Fax: (618) 283-4439

EXHIBITOR INFORMATION

EXHIBITOR HOURS:

Friday, February 26, 2010 (set-up only) – 6:00pm – 9:00pm

Saturday, February 27, 2010 – 9:00am – 5:00pm

*Tear down must not be done before 5:00pm on Saturday!

EXHIBIT SPACE:

The Exhibitor shall pay to the Vandalia Chamber of Commerce for each 10' x 10' booth, the sum of \$250.00 for Non-Members, or \$175.00 for Members.

BOOTH REQUIREMENTS:

1. All exhibitors must supply Vandalia Chamber of Commerce a certificate of liability insurance indicating the Vandalia Chamber of Commerce as Additional Insured. There are no exceptions. Failure to provide a certificate of insurance by February 1, 2010 will result in loss of booth space.
2. A protective floor covering is provided for the event by the Vandalia Chamber of Commerce.
3. All exhibitors must display a sign that identifies their business.
4. All booths must be staffed during all hours open to the public.
5. No liquids are allowed in displays.
6. All tables in displays must be covered. One table and two chairs per booth space will be provided by the Vandalia Chamber of Commerce.
7. Exhibits must not exceed the booth dimensions.
8. Electricity will be provided as close as possible to each booth. It is the exhibitor's responsibility to provide extension cords to the power source.
9. Doors close Saturday at 5:00pm. All exhibitors are expected to keep their booths intact until that time. Early tear-down is not allowed. Displays should be removed by 7:00pm Saturday evening.

BOOTH SET-UP AND TEAR DOWN:

All booth spaces will be marked by 6:00pm, Friday, February 26th. Exhibitors may bring their displays to set up between 6:00pm and 9:00pm on Friday evening. The gymnasium doors will open for exhibitors at 6:00am on Saturday morning, but all set-up must be completed by 8:30am to allow for proper cleaning of the aisle areas.

All displays must be removed by 7:00pm Saturday.

CHARACTER OF EVENTS:

The installation of any exhibit not approved by the Vandalia Chamber of Commerce is prohibited. Distribution by Exhibitors of any printed matter, souvenirs, or other articles, shall be restricted to the space occupied by their exhibits. Nothing shall be posted on, tacked, nailed, or otherwise attached to the walls, floor or other parts of the building. No portions of the sidewalks, entries, passageways, doors, aisles or vestibules, windows or ways of access to the public utilities of the premises shall be obstructed or cause to be used for any purpose other than walkways for attendees.

ANY DAMAGE ON ACCOUNT OF ANY MISUSE OF ANY PORTION OF THE PREMISES SHALL BE THE RESPONSIBILITY OF THE INDIVIDUAL EXHIBITOR.

The Exhibitor shall not, without the prior written consent of the Vandalia Chamber of Commerce, assign or sublet any part of a booth.

ADVERTISING:

Advertising to promote the Home Show as a whole will include large print ads in area newspapers and posters distributed to exhibitors and other key locations. Radio advertising will begin the first week in February and continue through the show date. Individual exhibitor advertising prior to the show is encouraged.

ADMISSION:

Advance Tickets: \$1.00 Adults & Children

Tickets at the Door: \$1.00 Adults & Children

All exhibitors are required to supply the Vandalia Chamber of Commerce a list of employees who will be staffing the booth during show hours. Exhibitor passes will be provided to booth staff.

PARKING:

All exhibitors must be parked in designated areas away from entrances.

HOSPITALITY ROOMS:

All exhibitors will have access to a hospitality room provided by the Vandalia Chamber of Commerce. Exhibitors are encouraged to take advantage of the food and beverage provided in the hospitality room.

Vandalia Chamber of Commerce
Home and Lifestyle Expo 2010
February 27, 2010

EXHIBIT APPLICATION

Application Submitted by:

Contact Person: _____

Business Name (as will appear on booth signage)

Address: _____

Phone: _____ Alternate Phone: _____

Full Description of all products/services to be displayed: _____

Number of 10' X 10' booths requested: _____

Do you require a booth with access to electricity (maximum 20 amp)? YES NO

\$250 PER BOOTH – NON-MEMBER

\$175 PER BOOTH – MEMBER (2010 Membership Dues Paid at Time of Application)

To reserve your booth, you must pay at least half of the booth cost with exhibit application. All booths must be paid in full by February 1, 2010. Make checks payable to Vandalia Chamber of Commerce. Cancellations of exhibit space must be made in writing. Refunds for cancelled space after February 1, 2010 cannot be guaranteed unless the space is sold to another exhibitor by or approved by the Vandalia Chamber of Commerce.

I have read the enclosed exhibitor information and agree to adhere to these guidelines.

Authorized Signature: _____ Date: _____

Please return this form with payment to:

Vandalia Chamber of Commerce
PO Box 278
Vandalia, IL 62471