



**EXHIBITOR AGREEMENT
3RD ANNUAL
BUSINESS EXPO/JOB FAIR
SATURDAY, FEBRUARY 20, 2016**



Parke County Chamber / WAXI Will:

1. Produce the Expo and provide operation and coordination.
2. Arrange for curtain and rod backdrops in the Community Building only.
3. Broadcast from building where show is held.
4. Provide radio advertising, promotion, and outside promotion and space for agreed package price.
5. Coordinate and conduct special giveaways and contests.
6. Have the right to refuse any exhibitor with a product or service deemed inappropriate to the show theme.
7. Provide up to 5 amps of electricity where possible from wall outlets in the building.
8. Require a confirmation with deposit of 1/2 of package price by January 28. Payment in full due by February 12, 2016.
9. Request a Certification of Insurance certifying that exhibitor is covered on standard bodily injury, property damage, and liability. Parke County Chamber of Commerce & DLC Media, Inc (WAXI) listed as Certificate Holders. Include with deposit.

Exhibitors Will:

1. Set up Friday afternoon between 3pm and 5pm or Saturday morning between 7:30am and 8:30am
2. Take down Saturday afternoon between 1pm and 2pm. No early teardowns!
3. Provide confirmation with 1/2 deposit of total package price by January 28. Payment in full by February 12, 2016.
4. Provide certificate of insurance as outlined above.
5. All signs to be neat and professional-looking. All main aisles shall be kept open. Your tables should be draped to the floor and building floor should be protected from stains.
6. Hold Parke County Chamber of Commerce & DLC Media, Inc (WAXI) harmless for any damage to property or injury to any person at the Expo which occurs as a result of the act of omission of the exhibitor, its agents or employees.

BUSINESS _____

ADDRESS _____

CITY, STATE, ZIP _____

DUE JANUARY 28, 2016 _____

DUE BY FEBRUARY 12, 2016 _____

ELECTRICITY NEEDED (CIRCLE ONE) YES NO

COMPANY CONTACT NAME _____

EMAIL _____

SIGNATURE _____

Booth Number _____ Booth Price _____ <small>**To be completed by Chamber Office**</small>

RETURN BY EMAIL TO PARKECOUNTYCHAMBER@SBCGLOBAL.NET OR FAX TO 765-569-4271