



April 19, 2018
Business-to-Business and
Business-to-Community Trade Show

EXHIBITOR INFORMATION

What:

Folsom Expo is a "business to community" and "business to business" expo bringing together over 150 businesses from the region. The nearly 2,000 attendees who join us at the expo during their work day experience an array of vendors and activities representing regional business, while enjoying free lunch samplings. Exhibitors also network with fellow exhibitors over coffee prior to the expo.

When:

Thursday, April 19, 2018
10:00am-2:00pm

Where:

Folsom Sports Complex, 66 Clarksville Road
(Behind Home Depot)

Admission Cost:

Free to the Public

Exhibitor Information:

Exhibit Space:
Booth including pipe & drape
6 foot table with tablecloth
Identification signage
Two chairs

Schedule for Exhibitors:

8:00am-9:00am Exhibitor Setup
9:00am-10:00am Exhibitor Networking Mixer
10:00am-2:00pm Expo
2:00pm-3:00pm Breakdown

Event Sponsorship:

Increase your visibility! Sponsors receive prime location, additional signage and other promotional opportunities.

Contact Taryn Grows at (916) 835-8188 or taryng@folsompartners.com to become a sponsor.

EXHIBITOR CONTRACT

Company Information:

Full Name: \_\_\_\_\_
Title: \_\_\_\_\_
Company Name: \_\_\_\_\_
Email: \_\_\_\_\_
Phone: \_\_\_\_\_
Product/Service Sold: \_\_\_\_\_

Payment Information:

Credit Card: [ ] Visa [ ] MasterCard [ ] American Express
Name on Card: \_\_\_\_\_
Card Number: \_\_\_\_\_
Expiration Date: \_\_\_\_\_
Billing Address: \_\_\_\_\_

Pricing: \*Early Bird ends March 30

Chamber Member Non-Member
10' x 7' (corner) o\$345\* o\$395 [ ]\$460\* [ ]\$510
10' x 7' o\$295\* o\$345 [ ]\$410\* [ ]\$460
10' x 7' (Non-Profit\* cause based charitable orgs) [ ]\$150 (ltd qty)
[ ] Electricity? \$55 (\$75 day of) \$\_\_\_\_\_ Total Due
[ ] Membership \$\_\_\_\_\_ Total Due
Total \$\_\_\_\_\_

Food Vendors: Expected attendance is 2,000 people. Be sure to indicate if you need electricity. You must provide your own heating device & proof of insurance to the Folsom Chamber of Commerce. \_\_\_\_\_ Initial

Parking: Parking for vendors is available at Kemp Park. Shuttle service will be available. Vendors are prohibited from parking in the sports complex parking lot. This needs to remain available for attendees of the event. Due to limited parking for attendees it is imperative that you park in the Kemp Park lot.

Confirmation: Booth space is not guaranteed until payment is received. Confirmation and exhibitor information will be sent via email 3 days prior to the event

Cancellations: 50% of exhibit payment will be returned if cancellation is received in writing by 3/30/18 Anything after 3/30 is nonrefundable.

I have read the attached Folsom Expo Rules & Regulations and agree to comply as part of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return Completed Form to Nan Bloodworth

Phone: (916) 985.2698 | Fax: (916) 985.4117
Email: nanb@folsompartners.com
Mail: 200 Wool St. Folsom, CA 95630



## RULES & REGULATIONS

These rules and regulations govern exhibits under the auspices of the Folsom Chamber of Commerce (FCCOC) and are a part of this agreement.

### TERMS & CONDITIONS:

Exhibitors agree to abide by all terms and conditions set forth in this document, which forms a part of this agreement between the exhibitor and FCCOC. Failure to abide by these regulations may result in removal of the exhibit or exhibitor from the show floor and/or prohibition from exhibiting with the FCCOC in the future.

### PAYMENT & SPACE ASSIGNMENT:

Space assignment is on a first come first served basis per the date and time your registration and payment is received. FCCOC will control exhibit space assignments. Sponsors receive priority exhibit locations. Full payment (check or credit card) for your space must be received with the Exhibitor Contract to guarantee spaces). Exhibitor contracts will be accepted by fax, mail and email but are not confirmed until receipt of payment or authorization of credit card in addition to an agreement to all terms (signature required). Spaces are available to all exhibitors. FCCOC reserves the right to reject any application.

### SET UP/TEAR DOWN OF EXHIBITS:

Exhibitors are asked to use the set-up entrance to the expo facility, maps will be available prior to the event in March. **Be courteous and have completed setup by 9:30am and do not begin tear-down until after 2:00pm.** Exhibitors must vacate the facility no later than 3:30pm.

### EXHIBITOR NETWORKING MIXER:

All exhibitors are invited to a morning Exhibitor Networking Mixer. Coffee, juice and light refreshments will be provided. Take this opportunity to get to know fellow exhibitors. Exhibit space must be set up prior to attending.

### FIRE SAFETY:

The show facility adheres to strict fire safety guidelines. All participants must comply with local fire safety regulations.

### PARKING:

Parking for vendors is available at Kemp Park. Shuttle service will be available. **Vendors are prohibited from parking in the athletic complex parking lot.** This needs to remain available for attendees of the event. **Due to limited parking for attendees it is imperative that you park in the Kemp Park lot.**

**NO BALLOONS INSIDE SPORTS COMPLEX WILL BE ALLOWED.**



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Fax: (916) 985-4117 | Email: [nanb@folsompartners.com](mailto:nanb@folsompartners.com) | Mail: 200 Wool St. Folsom, CA 95630

### RESTRICTIONS:

FCCOC management reserves the right to prohibit any display or exhibit or any part of a proposed exhibit that it deems not suitable or in the accordance with the accepted professional ethics of its members.

### USE OF EXHIBIT SPACE:

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits or line of sight. Exhibits should be so arranged that exhibitor representatives, materials and equipment are inside the space assigned and do not infringe on aisles. All decorations must be flame retardant. Exhibit hall fire exits and safety equipment must be left accessible and fully viewable at all times. Aisle space may not be incorporated as part of an exhibitor's space. Exhibitors are expressly prohibited from "brief casing" in the aisle space. Exhibitor will not sublet the exhibit space contracted for and shall not exhibit or permit to be exhibited any merchandise other than specified in this agreement. Handwritten signage is prohibited.

### NOISE & MUSIC LICENSING

Public address, sound or amplifying systems that project beyond the exhibit space are prohibited. Due to music licensing restrictions, exhibitors are prohibited from playing recorded or live music in their exhibit space unless previously approved by FCCOC.

### FAILURE TO OCCUPY:

Any exhibitor who fails to occupy his or her booth space by 9:30am will be replaced with a waitlisted exhibitor or other display. No refund will be issued.

### EXHIBITOR LIABILITY:

Neither the FCCOC, the show facility, nor Classic Party Rentals shall be held liable to an exhibitor or the property of an exhibitor, or injury to exhibitor personnel resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save the FCC, the show facility and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by Exhibitors installation, removal or occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the above. In addition, Exhibitor acknowledges that FCC and the show facility do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses to Exhibitor. Neither the FCC nor the show facility, or any officers, director or staff member thereof will be responsible for the safety of the property or exhibitor personnel from any cause. Food Vendor Exhibitors are to provide to the FCCOC a copy of all insurance and/or policy rider to cover booth contents.