

PLAINFIELD AREA CHAMBER OF COMMERCE
REGISTRATION FORM COMMUNITY BUSINESS EXPO 2012

Saturday, March 31, 2012 9:00 AM - 2:00 PM

Early Registration Deadline – March 09th, 2012 Final Registration Deadline March 16th, 2012

Plainfield High School Field House – 24120 W. Fort Beggs Dr.
(One Block West of Rt. 59, Behind Plainfield Plaza)

Early registration prices must be postmarked by March 9th, 2012

Single Booth _____ Member \$150 _____ Non-Member \$300 _____

Double Booth _____ Member \$300 _____ Non-Member \$600 _____

Please check appropriate booth size and price.

Registration prices after March 9th, 2012

Single Booth _____ Member \$200 _____ Non-Member \$400 _____

Double Booth _____ Member \$400 _____ Non-Member \$800 _____

Please check appropriate booth size and price.

Business Name _____

(PRINT EXACTLY AS IT SHOULD APPEAR ON BOOTH SIGN TO BE PROVIDED)

Address _____ City _____ Zip _____

Contact person _____ Phone _____ Fax _____

PLEASE READ ALL ENCLOSED RULES AND REGULATIONS CAREFULLY, THEN SIGN AND DATE BELOW.

The Plainfield Area Chamber of Commerce, Plainfield School District 202, and Midwest Exposition Company will not be responsible for any loss, damage, injury or death in connection with this Community Business EXPO 2012. It is agreed that Exhibitors will hold these parties (Plainfield Area Chamber of Commerce, Plainfield School District 202, and Midwest Exposition Company) harmless for any loss, damage, and injury or otherwise, which arise from Exhibitor's negligence.

I/we, as participants in the above Community EXPO 2012, agree to all of the stated rules and regulations.

Signed _____ this _____ day of _____ 20_____.

RETURN THIS SIGNED FORM WITH CHECK OR CREDIT CARD INFORMATION TO:

PACC – ATTN: EXPO
24047W. LOCKPORT ST. #109
PLAINFIELD, IL 60544

VISA, M/C, AMEX# _____ EXP DATE _____

NAME ON CARD: _____

Office use only: Date Received _____ Check#/Amount _____ Confirmation _____

PLAINFIELD AREA CHAMBER OF COMMERCE
RULES & REGULATIONS FOR COMMUNITY BUSINESS EXPO 2012
MARCH 31st, 9 a.m. – 2 p.m.

1. Set-up booth at **Plainfield High School's Field House, 24120 W. Fort Beggs Dr.**, one block west of Rt. 59 behind Plainfield Plaza, on Saturday, March 31, from 7:30 a.m. to 8:45 a.m. Set-up must be completed before the event opens. **Take down time will not start before closing. All exhibitors must vacate the facility by 3:00 p.m. on Saturday.**
2. All exhibitors must park their vehicle in the Northeast parking area.
3. All material and equipment brought on the property shall be at the total risk of the Exhibitor. Anything that would cause real or potential danger to any person will be prohibited on the premises except Police, Fire and Ambulance exhibits.
4. Displays may not exceed your booth space.
5. Exhibitors must remove all refuse from booth area upon breakdown. If the exhibitor fails to remove their exhibit and all refuse, **the Community EXPO Committee will have the space cleaned at the expense of the exhibitor,** under which circumstances the exhibitor agrees to make immediate reimbursement thereof.
6. Do not leave your booth unattended during the EXPO!
7. **The Plainfield School District DOES NOT allow alcoholic beverages or smoking on school property.**
8. Food sales and consumption will be allowed in designated areas only.
9. Cutting, driving nails or tacks in the floor or walls of building is **strictly prohibited**. Any damage caused to the building or booth equipment by exhibits/exhibitors will be charged to and paid for by the exhibitor.
10. Contact the PACC booth with any problems/concerns relating to your exhibit space.
11. Seminars and demonstrations may be conducted within exhibitors' booth space only, with due consideration and coordination with adjacent exhibitors.
12. Booth fee includes a 10' x 10' space, with draperies, one sign 35"x 7", one 6 ft. table w/skirting and two padded chairs.
13. **REFUNDS** – No refunds after early registration deadline of March 9th, 2012. Prior to this date a \$50 per booth service fee will be withheld.
14. **SELLING AT BOOTHS** – selling is **NOT** permitted on the show floor. Use of space will be for the sole purpose of exhibiting and promoting goods and/or services. Taking orders and scheduling of appointments for sales at your place of business after the EXPO is encouraged. Product sampling is allowed in a nut cup size container only and you **MUST** notify the Chamber prior to the EXPO.

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THESE RULES AND REGULATIONS MUST BE ACCEPTED AND ADHERED TO BY EACH EXHIBITOR. THE PLAINFIELD AREA CHAMBER OF COMMERCE RESERVES THE RIGHT OF FINAL DECISION IN RULES INTERPRETATION AND ENFORCEMENT. PLEASE KEEP EXPO RULE SHEET FOR REFERENCE.

PLEASE SIGN, DATE AND RETURN A COPY FOR OUR RECORDS:

DATE: _____