

Exhibitor Rules, Policies, and Contract for the Minocqua Home, Lifestyle & Recreation Show



MINOCQUA HOME, LIFESTYLE & RECREATION SHOW



SATURDAY

May 6, 2017

Lakeland Union High School

9:00 am ~4:00 pm

For More Information

Contact
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Minocqua Area Chamber
of Commerce

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IMPORTANT DATES

Application Deadline:

April 21, 2017

Exhibitor Set Up:

Friday, May 5, 6:30-9:30 pm

Saturday, May 6, 7:00-8:30 am

Exhibition Take Down:

Saturday, May 6, 5:00-9:00 pm

EXHIBIT STANDARDS & REGULATIONS

- Standard indoor exhibit booths will measure 10' x 10' with black draped back and sides. The booth will have 1 clothed and skirted table and 2 chairs.
- Additional equipment is available by contacting the Chamber.
- Booth set up must be completed by 8:30 am on Saturday.
- Exhibitor display must be confined within the booth space.
- All displays should be finished on both sides.
- All exhibit materials must be fireproof and/or resistant. Combustible materials or explosives are not permitted.
- All electric cords and carpet must be taped to the floor.
- Trash must be hidden from public view, including boxes, materials and supplies.
- Registered representatives of exhibiting business must staff exhibits during all show hours.
- Booth space shall not be sublet or shared with another business.
- Dismantling may not begin until the show closes on Saturday at 4:00 pm.

SALES & GIVEAWAYS

- If an exhibitor plans to sell items on the premises they are responsible for complying with Town, County and State licensing and tax requirements.
- The Minocqua Area Chamber of Commerce reserves the right to approve all items to be given away during the show. This includes, but is not limited to, promotional tchotchkes, balloons and food samples. Prior approval of these items must be obtained.

LIABILITY & INSURANCE

- The exhibitor hereby releases and agrees to hold harmless the Minocqua Area Chamber of Commerce and Lakeland Union High School from any damage to the undersigned's property or any personal injury which s/he or helpers may sustain while participating in the Minocqua Home, Lifestyle & Recreation Show.
- The exhibitor agrees to abide by the rules and guidelines listed in this agreement. Failure to follow the policies may result in expulsion from the Minocqua Home, Lifestyle & Recreation Show and face any legal action that may result from the Exhibitor's actions.
- The Exhibitor understands that the Minocqua Area Chamber of Commerce does not carry insurance to cover personal property and that all exhibit materials and products related to the show are store and displayed at the Exhibitor's own risk. Exhibitors should carry their own insurance.

RULES OF BEHAVIOR

- All exhibitors are expected to act professionally and responsibly, as you would at your place of business.
- Aisle solicitation is forbidden. Booth attendants must confine their solicitation within the booth.
- Aggressive behavior to another vendor will result in expulsion from the show.
- Refrain from creating disagreeable odors, operating any machine or projecting sound at a level which might be objectionable and might interfere with the overall success and enjoyment of the show by those in attendance or neighboring vendors.
- Please provide any safety guards, shield or precautions necessary to prevent possible injury to spectators
- Do not injure, deface, mar or damage booth materials, walls, floor or any other part of the building
- Exhibitor badges will be provided and should be worn by those working in the booth.
- No smoking, alcoholic beverages or live animals are allowed in the school facility

CANCELLATION

- In case of exhibitor cancellation, refunds of 50% of the booth space amount will be made up to April 6. No refunds will be made after that date.
- In the event that the show is not held for any reason, the contract for exhibit space will be cancelled and all exhibitors' rental fees will be refunded.

PARKING & LOADING

- A designated exhibitor parking area will be available at Lakeland Union High School.
- There will be staff to help control the loading and unloading areas during set up and take down.