



Montrose Area Chamber of Commerce 2010 Business Expo

Montrose Community Schools • Montrose, Michigan

(810) 639-4537 - For Booth Information Nancy Obershaw

Application & Contract

Exhibitor _____

Address _____

City _____ State/Zip _____

Phone _____ Fax _____

Contact Person _____

Email _____

Booth Requests— Booths are assigned on a first-come, first-serve basis. Choices are not guaranteed, however, best efforts will be made to accommodate your choices.

1st Choice 2nd Choice 3rd Choice

Space # _____ _____ _____

Electricity - Please Circle Yes No

___ Member Price - \$125

___ Non Member Price - \$150

Amount Enclosed \$ _____

Michigan Sales Tax ID #:

Federal Sales Tax ID #:

Exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in the exhibit brochure. Please make a copy of both sides for your records.

Exhibitor Signature _____

Title _____ Date _____

Return your completed contract along with a check made payable to —
Montrose Area Chamber of Commerce, P.O. Box 628 Montrose, MI 48457
c/o Business Expo Attention: Nancy Obershaw

Payment for each booth must accompany your contract. Only certified checks or money orders will be accepted for payments made after March 26, 2010. No exhibitor will be permitted to exhibit unless their account is paid in full. No refunds will be made for cancellations after March 26, 2010. All space which is not occupied by show opening may be subject to resale with no refund.

For Office Use Only					
Payer	Bank	Check #	Date	Amount	Balance
Booth Assigned				Processed By	

Exhibitor Terms

Rules, Regulations, and General Information

1. Booth space must be paid in full by date on Application/Contract. Non-payment will prohibit exhibitor from move-in. Montrose Area Chamber of Commerce dues must be current or Non-Chamber booth price will be applied.
2. No refunds or cancellations after date on Application/Contract. Cancellations must be written to Montrose Area Chamber of Commerce address as listed on Application/Contract. Any refund due an exhibitor in accordance with terms herein will be payable within 90 days following the event.
3. To insure uniformity ArtCraft, the show decorator, will setup exhibits and the cost is included in the price of each booth.
4. Exhibitors must occupy their booths at all times. **Show Date and Time:** Saturday, April 10, 2010 - 10 a.m. to 4 p.m.
Exhibitor Move-In: Friday April 9, 2010 - 5 p.m. to 8 p.m. Saturday, April 10, 2010 exhibit space will be open at 7 a.m. All exhibits must be ready by 9:30 a.m.
5. NO ONE will be permitted to enter the show prior to times listed on brochure.
6. Exhibitor move-out. All exhibits must remain intact until closure of show times listed on brochure. All exhibits must be removed by 7:00 p.m. on Saturday, April 10, 2010.
7. All exhibits and exhibitors must comply and conform to all rules of the building, show management, and the Montrose Area Chamber of Commerce. Caution must be exercised to floor care. No fastening to floor, dragging equipment, and taping to floors or walls. All weighted items must be moved on wheeled devices. Exhibitors may bring carpet or mats for used within their booths. No more than 1400# PSI on floor.
8. Unethical and uncooperative conduct and/or behavior will not be tolerated at any time. Minor children must be supervised at all times. The Montrose Area Chamber of Commerce Board of Directors and Show Management reserve the right to the dismissal from the exhibit hall and no refund will be made.
9. Subletting of space. Exhibitors may not sublet, assign, the whole or any part of the space assigned without the written consent of the Montrose Area Chamber of Commerce Board of Directors.
10. Insurance is the total responsibility of the exhibitor including but not limited to liability for loss, theft, property damage or destruction and personal injury. This includes any damage to facility property through carelessness of the exhibitor, their employees or agents.
11. Exhibitors are required to comply with all Federal, State, and Local laws and to obtain any licenses and/or permits required.
12. The exhibiting company, or representatives, or agents shall be held jointly, collectively and individually responsible of any and all debts incurred for all exhibit cost, fees, charges, and any violations of these Rules and Regulations. All points not covered herein are subject to settlement by Show Management.
13. No Smoking on the school property.
14. No food preparation or serving in Exhibit Hall permitted in the exhibit hall by non-licensed food establishments.

THANK YOU FOR PARTICIPATING IN OUR
ANNUAL BUSINESS EXPO!

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