



New Lenox Chamber of Commerce Community Expo & Home Show Saturday, March 20, 2010

8 - 9 a.m. (Networking Before Hours) ■ 9 a.m. - 2 p.m. (Open to the public)
Lincoln-Way Central High School Field House
1801 E. Lincoln Hwy., New Lenox

Exhibitor Registration Form

We agree to abide by the rules and regulations, which are listed on the reverse side of this application.
Acceptance of this application by the New Lenox Chamber of Commerce constitutes a contract.
Refunds will not be issued for cancellations received after March 12, 2010.

Authorized Signature _____ Date _____

Company Name _____

Contact Name _____
Address _____
City _____ Zip _____
Phone _____
Email _____

Description of Exhibit _____

- _____ I will be selling items at the Expo. (Please ✓)
_____ I will provide my own table covering. (Please ✓)

BOOTH RESERVATIONS (Please list number)

Booths are 8' x 10' (one table & two chairs)

- _____ Booth(s) @ \$300 (\$350 after 3/1/10)
_____ Chamber Member Booth(s) @ \$135 (\$185 after 3/1/10)
_____ Additional Table(s) @ \$15 each
_____ Additional Chair (s) @ \$5 each
_____ Electric @ \$25 (limited, first-come basis)

EXPO INSERT ADVERTISING PARTNER

See attachment for details.

- _____ Full Page Premium \$1,250 (limited availability)
Includes premium booth location
_____ Full Page Standard \$1,000
_____ ½ Page \$500
_____ ¼ Page \$250
_____ Expo Sponsor \$100- (Recognized on Website & Signage at Expo)

ENTERTAINMENT

_____ I can provide / assist in providing entertainment

Please describe: _____

_____ I will have entertainment at my booth

Please describe: _____

What past participants are saying about the New Lenox Community Expo & Home Show:

I am looking forward to the expo. I have found it to be well advertised, and well attended. As a result of my participation at the expo, I have had several referrals. I would highly recommend local business owners to participate as well.
-Paul & Vicki Lyons, Home Helpers

The show was wonderful. We had a great time and there were many people there who were interested in our work. We look forward to the New Lenox spring expo each year.
-Jane Bushong, Mr. Handyman

Early Bird Deadline is March 1, 2010

Please return the signed contract and full payment with checks payable to:

**New Lenox Chamber of Commerce
PO Box 42**

New Lenox, IL 60451

(815) 485-4241 (phone)

(815) 485-5001 (fax)

info@newlenoxchamber.com

VOLUNTEER

I can volunteer at the Event _____

I can help set-up Friday _____

4 - 6 p.m.

I can help tear-down Saturday _____

2 - 4 p.m.

New Lenox Chamber of Commerce 2010 Community Expo and Home Show Rules, Regulations & Reminders

- All registered exhibitors hold New Lenox Chamber of Commerce and Lincoln Way High School harmless and keep said indemnified from and against all costs, claims, expenses and damages including expert and attorney's fees arising from operation and set-up of said booth at said Expo concerning its stock in trade, effects and premises, or for or in respect of the recovery of the several sums of money which might be due and owing from the exhibitor in respect of their operations including all costs, claims, expenses and damages.
- A Certificate of Business Liability Insurance documenting coverage of your participation in the Expo must be furnished to the Chamber Office.
- Each booth is 8'x10' and will have a curtain back drop and 3 ft. side arms. One (1) table, two (2) chairs, a plastic table cover and skirt will be provided.
- Displays may not exceed the 8'x10' booth space. This includes your table, chairs and business sign. You may reserve additional adjoining booth space.
- **Booth set-up will be from 6:00 – 8:00 p.m. on Friday, March 19th and from 7:00 a.m. – 8:30 a.m. on Saturday, March 20th. Displays must be completely set-up by 8:30 a.m. and must not be dismantled until the close of the event at 2:00 p.m.**
- Volunteers will be on site to assist with unloading of materials. **After you have unloaded your vehicle, all exhibitors are required to park in the North Parking Lot near the tennis courts. No Exceptions.**
- Please bring your own supplies (tape, scissors, etc.) for set-up and tear down.
- Electricity is limited to those who have reserved and paid in advance. Please bring an extension cord. The Chamber will not have extension cords available.
- Bring your business cards and promotional items—at least 1,000 giveaways. Remember, this is a time to showcase your business to the community.
- Please have someone in your booth at all times. You may hold drawings at your booth.
- Each exhibitor is responsible for cleaning the booth space at 2:00 p.m.
- Smoking is prohibited on school property.
- Entertainment will be available throughout the event. Entertainment and announcements may be broadcast over the sound system. We will do our best to keep this to a minimum to maintain appropriate noise levels for speaking with attendees.
- Food will be available for purchase in the Concession Stand area