



TECHNOLOGY VENDOR SHOW & SEMINARS SPONSOR & VENDOR APPLICATION

Company Name _____

Contact Name _____

Address _____

Phone _____ E-Mail _____

Please Check Level of Participation Desired:

Title Sponsor (\$500)

Includes: Showcased Vendor Space

Seminar Presentation, Including Welcome to First Seminar of the Event (if applicable)

“Presented by” designation on marketing materials

Logo/Link in Show Print, E-mail and Website Marketing

4 Vendor Tickets and 4 VIP Customer Tickets to Show; Including Lunch & After Hours

First right of refusal to renew sponsorship in 2015.

Lunch Sponsor (\$300)

Includes: Marketing benefits in all event publicity (print/web/logos/links/listings/table tents/etc.)

Booth Space (If Desired), 4 Comp Attendees, Including Lunch & After Hours

Opportunity to speak with attendees during “Working Lunch”

Marketing Materials distributed to all attendees (provided by sponsor)

Breakfast Sponsor (\$200)

Includes: Marketing Benefits in all event pre-publicity (print/web/logos/links/listings/table tents/etc.)

Booth Space (If Desired)

4 Complimentary Attendees to Show, including Lunch & Mixer

Marketing Materials distributed to all attendees (provided by sponsor)

Presenting Sponsor (\$150) - Only 3 (1 Still Available)

Includes: Vendor Space (8’ Table & Chair)

Seminar Presentation (Topic and Length to be Approved by Chamber)

Marketing benefits in all show publicity (print/web/logos/links/listings/table tents/etc.)

2 Vendor Tickets and 2 VIP Customer Tickets to Show; Including Lunch & Mixer

Vendor Space (\$75)

Includes: Vendor Space (8’ Table & Chair)

Listing in Show Print, E-Mail and Website Marketing & Show agenda

2 Vendor Tickets to Show; Including Lunch & Mixer

Please see tentative vendor guidelines in terms & conditions—page 2
For more information, call Kellie Goodman Shaffer at (814) 623-2233
or e-mail Kellie@BedfordCountyChamber.org

2014 BEDFORD COUNTY TECH THE HALLS EVENT VENDOR TERMS & CONDITIONS

Space Agreement: Management may assign space based on the nature of the company and products to be displayed as well as the amount of space available in the effort to promote and develop the most professional and balanced show. Show management reserves the right to refuse space because of unethical or illegal business practices.

Subletting of Space: No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted to them, nor exhibit therein any other goods, apparatus, service, advertising signs, etc. than those manufactured or sold by the exhibitor in the regular course of his business. Violations of this rule shall be cause for eviction without refund.

Installations of exhibits: Set up will be Thursday, July 17, 2014: 8am-9am or 12pm-1pm (Must staff booth from 4-7pm)

Dismantling: Booths may be dismantled immediately following the closing of the show (not before 7pm)

Relocation of Exhibits: Management reserves the right to alter the location of exhibitors or of booths as shown on the official floor plan if deemed in the best interest of the exposition. Management shall have the further right to prohibit, prevent, and remove any exhibit or proposed exhibit, or any part or portion thereof, which in the judgment of management is unsuitable or inappropriate for the exhibition or purposed of such exhibition; and such right shall exceed, but shall not be limited to, all equipment, materials, displays, installation and other items consulting part of or used in connection with any such exhibit.

Arrangement of Display: Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. It is suggested that exhibitors having large or bulky exhibits REQUEST wall space. Any display materials exposing an unfinished surface to neighboring booths must be finished at the exhibitor's expense.

Signs: No signs or banners are to be placed outside of the exhibit space assigned to the exhibitor. Any exhibitors displaying signs, which are or look amateurish or unprofessional and detract from the integrity of the show may be required to remove such signs or pay a banner fee of \$150 at the discretion of the show management.

Sound Control: Loud speakers, radios, television sets, and/or the operation of any type of product, machinery, equipment which is of sufficient volume as to be annoying or hazardous to the neighboring exhibitors will not be permitted. Public address systems used to attract the attention of people passing in front of your booth is not permitted.

Distribution of literature, souvenirs & food: Exhibitors may distribute printed advertising, souvenirs, literature, etc. from their booth space. Any souvenir or advertising that is of an objectionable or undignified character will not be permitted. Souvenirs should not be of the noisemaking variety. Only registered exhibitors will be allowed to distribute literature, souvenirs, etc. Anyone distributing such materials that are not a registered exhibitor will be asked to leave immediately. An exhibitor may not sell food. Any food distributed from an exhibitor's booth must be pre-packaged, sample-sized portions.

Electrical Needs: Every booth will have access to one standard 110 VAC electrical outlet if requested. Exhibitor must supply electrical cords.

Care of building and exhibits: Exhibitors will be responsible for any damages done to the building by themselves, their agents, or employees. All property destroyed or damaged by exhibitors must be placed in its original condition by the exhibitor or at the exhibitor's expense. Walls, woodwork, and the floor in the building must not be defaced or altered in any manner. Tacking, taping or nailing of signs, banners, etc. to any permanent walls or woodwork or beyond the limits of any background is prohibited. No nails or bracing wires used in erecting displays may be attached to the building. Exhibitors will be required to keep their booth displays neat and orderly throughout the show. Exhibitors using unauthorized tape or demo materials will be charged for restoration or removal from damaged surfaces.

Liability: It is expressly agreed that the Management will not be liable to the Exhibitor, or their employees, to their guests, or the their agents, for any damage loss or injury from fire, water, storm, electricity, smoke, theft, labor dispute, civic commotions, or threats thereof, or acts of the other exhibitors. In the event the management is compelled to take charge of any property of an exhibitor, it will do so only at the exhibitor's own risk. However, the Show Management cannot be held responsible for exhibitor's property, whether located at his exhibit or anywhere else on the show location. Small and especially valuable materials should be safely packed away by the exhibitor during hours when his exhibit is not staffed. If the exhibitor feels that he needs additional protection to cover the hazards involved in the preceding paragraph, the exhibitor should take out their own insurance.

Rights of Management if event is not held: Management shall not be held liable for any damages or expense incurred by exhibitors in the event the show is delayed, interrupted, or not held as scheduled, for any reason beyond the control of the Management.

Cancellation of Contract: If this agreement is cancelled by exhibitor for any reason, or by Management because of exhibitor's default or violation of this agreement, monies paid to Management by exhibitor shall be retained as follows: If cancellation occurs within 30 days of the show, the entire rental paid to date by the exhibitor shall be retained by Management. The retained rental shall be liquidated damages for the direct and indirect costs incurred by Management for organizing, setting up and providing space for exhibitor's withdrawal including re-letting the space. All cancellations must be in writing.

Staffing: All exhibits must be maintained in complete and orderly form during the event, and must be adequately staffed all required hours. Exhibits may not be dismantled until the close of the show at 7:00 PM.

Sales: Transfer of goods and exchange of money is permitted on the show floor. Exhibitors may also sign contracts for purchases.

Liability Insurance: Exhibitors are required to provide a Certificate or Liability insurance naming the Bedford County Chamber of Commerce as a covered party. WE MUST HAVE THIS document no later than one week before the show. (Most insurance companies will fax directly to the Chamber (814-623-6089) if exhibitor requests them to do so.)

I HAVE READ AND AGREE TO THESE TERMS.

Exhibitor (Company Name) _____

Signature: _____ Date: _____