



PRESENT THE 19TH ANNUAL CENTRAL OREGON
BUSINESS EXPO

2017 Exhibitor Packet

2017 CENTRAL OREGON BUSINESS EXPO

What: The Business Expo is Central Oregon's premier, business networking event of the year. This event is the perfect venue to showcase your company's products and/or services; as well as, provides a direct way to be plugged into the business community.

When: Wednesday, April 19, 2017

Where: Deschutes Fair and Expo Center

Times:

Set-Up Tuesday, April 18, 2017 NOON – 7:00 p.m.
Wednesday, April 19, 2017 8:00 a.m. – 11:00 a.m.

Business Expo Wednesday, April 19, 2017

Luncheon NOON – 1:00 p.m. (RSVP required)
Exhibit Hours 1:00 p.m. – 6:00 p.m.

Tear-Down Wednesday, April 19, 2017 6:00 p.m. – 8:00 p.m.

Cost: Basic booth - \$275 for area Chamber members
Basic booth - \$325 for non-Chamber members
(For a corner booth, add \$100)

Sign Up Instructions:

1. Fill out the form titled: Application for Booth Space.
2. Read all rules and regulations of contract and sign Exhibitor Agreement.
3. Mail the application, signed contract, and payment:

Redmond Chamber of Commerce & CVB

446 SW 7th St.

Redmond, OR 97756

Ph: 541-923-5191 Fax: 541-923-6442

Visa & MasterCard Accepted

* Booth space is assigned on a first-paid, first-served basis. The application fee will be returned to you if there is not a booth available for your business.

Please contact the Redmond Chamber of Commerce & CVB at 541-923-5191
or email karen@vistredmondoregon.com with any questions.
Visit our website at www.visitredmondoregon.com

APPLICATION FOR BOOTH SPACE

Booths will be assigned within categories on a first-paid, first-served basis. To register for a booth space, you must include a signed Contract, a signed Application for Booth Space, and a check for \$275 (for Chamber members), \$325 (for non-members) plus \$100 for a corner booth. Please make checks out to the Redmond Chamber of Commerce & CVB. ***Please keep a copy of all information sent for your records.***

Company Name: _____

Mailing Address: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Business Category (Please check one)

Advertising/Marketing _____
Includes television, radio, specialty advertising, marketing/advertising firms, sign companies, etc.

Food Services _____

Business Legal Services _____

Human Resources / Personnel Services _____

Business Insurance _____

Medical Services for Businesses _____

Commercial Realtors/Brokers _____

Office Services / Supplies _____
Includes printers, office supply, recycling, janitorial services, etc

Communications Systems _____
Includes computers, phone, information highway services, consultants, etc.

Packaging / Shipping Services _____

Facilities _____
Includes construction, architecture, interior design, exterior maintenance, landscaping, etc.

Transportation Services _____

Financial Services _____

Other _____

Please describe your business: _____

Additional Services Available – please check below-

(Wireless Internet available-Direct access through BendBroadband)

ELECTRICAL: comes with One standard 110 outlet
(MUST BRING OWN CORDS)

___ No electricity needed

___ Need electricity

___ # of outlets required

___ special electrical needs (please contact us immediately)

TELEPHONE

___ No telephone line needed

___ Need telephone line

___ (Qty) **\$140/line**

___ Extra Tables ___ (Qty) \$11 each (Comes with one 8 ft. table and tablecloth)

___ Extra Chairs ___ (Qty) \$1.90 (Comes with 2 chairs), see item #1 on Exhibitor Agreement

Exhibitor Agreement

Event: 2017 Central Oregon Business Expo

Date: Set-Up Tuesday, April 18, 2017 NOON – 6:00 p.m.
 Wednesday, April 19, 2017 8:00 a.m. – 11:00 a.m.

Business Expo **Wednesday, April 19, 2017**
 Keynote Speaker Luncheon NOON – 1:00 p.m. (RSVP required)
 Exhibit Hours 1:00 p.m. – 6:00 p.m.

Tear-Down Wednesday, April 19, 2017 6:00 p.m. – 8:00 p.m.

Place: Deschutes Fair & Expo Center – 3800 SW Airport Way, Redmond, OR 97756

Parties: Redmond Chamber of Commerce & CVB (Redmond Chamber)

& _____
 Please print business and contact name

**Please note agreement terms #3 and #10 for Set-Up and Dismantling of exhibits.*

The Exhibitor agrees to:

1. Payment – If a business is a member of any Central Oregon’s nine Chamber of Commerces (Redmond, Sisters, Prineville, Crooked River Ranch, Madras, Warm Springs, Sunriver, La Pine or Bend) the exhibitor shall pay \$275. If a business is not an area Chamber member, the exhibitor shall pay \$325. Corner booths are an additional \$100.00. This fee entitles the exhibitor to an 8’ x 10’ booth, one 8’ table, two chairs, piping and draping and a tablecloth. Booths requiring larger than 8’ x 10’ will need to purchase two booths. Extra tables need to be reserved one week prior (April 13, 2017) and are \$25 each.

2. Due Date; Cancellation Charge - Payments must be received by the Redmond Chamber to confirm the exhibitor’s registration. If accepted as an exhibitor, a refund will be granted only if the contracted booth space can be filled by another party. **No part of the payment will be refunded if the exhibitor cancels this agreement after March 17, 2017.**

3. Set-Up – Exhibitor will set-up booth space Tuesday, April 18, 2017 between the hours of 12:00 p.m. - 6:00 p.m. or Wednesday, April 19, 2017 from 8:00 a.m. – 11:00 a.m. **No exhibit may be erected after 11:00 a.m. on Wednesday, April 19, 2017, nor may any exhibit be dismantled before the time set out below.** If exhibitor has not set-up booth by 11:00 a.m. on Wednesday, April 19, 2017, the Redmond Chamber of Commerce is authorized to substitute another exhibitor while retaining all payments made hereunder as liquidated damages, unless otherwise agreed in writing by an authorized representative of the Redmond Chamber of Commerce. Please note that neither the Exec. Director, nor the Event Coordinator will be available for booth assistance after 10:00 a.m., Wednesday, April 19th. *If you need assistance with any aspect of setting-up your booth, please make arrangements prior to 10:00 a.m. the day of the Business Expo.*

4. Location – Exhibit location will be as shown on the official floor plan, which will be distributed by the Redmond Chamber not later than April 17, 2017. All dimensions and locations are believed, but not warranted to be accurate. The Redmond Chamber reserves the right to modify the locations as necessary to meet the needs of exhibitors and exhibit programs.

5. Exhibit hours – 1:00 p.m. – 6:00 p.m. on Wednesday, April 19, 2017.

6. Appearance – The Redmond Chamber shall have sole discretion to determine whether or not an exhibit has an attractive appearance. Upon notice from the Redmond Chamber, exhibitor will make such changes, improvements, additions and deletions as are necessary, in the Redmond Chamber’s sole discretion, to give the exhibit an attractive appearance. The Redmond Chamber reserves the right to make or have made such changes if exhibitor fails to make the requested changes. Exhibitor will reimburse the Chamber for any and all expenses for changes that are incurred.

7. Construction of Exhibits – **Exhibits shall be constructed and arranged so that they neither obstruct the general view nor hide the exhibits of others.** No side wall higher than 36” may extend forward from the back of the booth more than one-half of the depth of the exhibit space. **Exhibitors desiring to use other than standard table top equipment and signs, or any material conflicting in any way with the above details, must submit copies (2) of a detailed sketch and receive written approval from the Redmond Chamber of Commerce prior to cancellation deadline (March 17, 2017).**

8. Operation of Exhibit – No exhibit shall be operated in a manner that, in the sole discretion of the Redmond Chamber, detracts from other exhibits or the Central Oregon Business Expo as a whole. The Redmond Chamber reserves the right to require immediate withdrawal of any exhibit that it believes is detrimental to Central Oregon Business Expo or to any other exhibit.

9. Restrictions on use of space – No exhibitor shall sublet space, without the written consent of the Redmond Chamber. No sales or solicitations of any kind from anyone other than exhibitors shall take place during Central Oregon Business Expo. Any or all solicitations or demonstrations must be confined within the boundary of the exhibitor’s booth. Aisle space shall not be used for exhibit purposes, display signs, or distribution of promotional material. Exhibits, signs, or solicitations, and displays are prohibited in any public space or elsewhere on the premises. Operation of sound equipment is allowed if the exhibitor complies with restrictions on volume imposed by the Redmond Chamber.

10. Dismantling of Exhibits – dismantling of exhibits may take place between the hours of 6:00 p.m. and 8:00 p.m. on Wednesday, April 19, 2017. **Dismantling of exhibits must be completed by 8:00 p.m. on Wednesday, April 19, 2017.** No exhibit may be **erected** after 11:00 a.m. on Wednesday, April 19, 2017, nor may any exhibit be dismantled before the time set out below. **Tearing down of exhibits prior to 6:00 p.m. will not be permitted.** Setting-up, dismantling, and removing exhibits are the responsibility of the exhibitor. If exhibitor fails to remove exhibit, removal will be arranged by the Redmond Chamber of Commerce at the exhibitor’s expense.

11. Fire and Safety Regulations – All local regulations will be strictly enforced and the exhibitor assumes responsibility for compliance with such regulations. All materials used in the exhibit must be flame proof and fire resistant in order to conform to local fire ordinances. Crepe paper and corrugated paper, flame proof or otherwise, will not be permitted. All packaging containers, excelsior and wrapping paper should be removed from the exhibit area. Display racks, signs, spotlights, or special equipment must be approved before use, and any found to be hazardous may be ordered dismantled. All displays are subject to inspection by fire stations, and any fire extinguishing equipment in the area is not to be covered or obstructed.

12. Protection of Property – Acceptance of exhibit space makes it obligatory on the part of the exhibitor not to deface, injure, mar, in any way the exhibit area. Nothing shall be posted, taped, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. The use of crowbars, handspikes, or any other tool or materials, which would cause damage to the floors, walls or ceilings, is prohibited. Any damage done shall be paid for by the exhibitor.

13. Limitation of Liability – Exhibitor will assume responsibility for damage to property by their exhibits. The exhibitor further agrees to make no claim for any reason or action of any nature whatsoever.

14. Release of photo liability - In acceptance of this contract, exhibitor agrees to allow the Redmond Chamber of Commerce & CVB use and release of any and all necessary photo materials taken during the Business Expo for any future promotional materials.

Exhibitor agrees to the stated outline and its terms above:

Signature of authorized contact

Date

Thank you for your agreement of and participation in the Central Oregon Business Expo