

BUSINESS EXPO RULES AND REGULATIONS

NO FOOD OR SOFT DRINKS ALLOWED IN GYM

1. CONTRACT FOR SPACE – All persons, firms, companies or associations desiring to exhibit, must sign a written contract with the Business Expo, and each applicant must furnish the information asked for on said contract.
2. HOURS OF BUSINESS EXPO – The Business Expo will be open to the public from 9:00 a.m. to 1:00 p.m. on Saturday, April 17, 2010.
3. ALLOTMENT OF SPACE – Exhibition space allotted by, or under authority of, the Manhattan Chamber of Commerce. Use of the space will be for the sole purpose of exhibiting goods and/or services.
4. CERTIFICATE OF INSURANCE – All exhibitors in the Expo must provide proof of Liability Insurance covering the following: General Liability/Property Insurance \$100,000.
5. PAYMENT FOR SPACE – **All fees must accompany application.** Please make your check payable to the Manhattan Chamber of Commerce. Please return your application before the deadline of March 15, 2010.
6. INSTALLATION OF EXHIBIT – A single booth space is 10' X 10'. A double space may be side by side or back to back. Please note on application which you prefer. All tables in booth area must have a table cloth. One tablecloth for the front table will be provided. **Friday evening setup is mandatory and should be completed by 8:00 p.m.** The setup time will be 5:00 p.m. to 8:00 p.m. Taping, driving nails or tack in the floor or walls of building is strictly prohibited. All exhibits must be in place and in order, and all rubbish removed by 8:30 a.m. Saturday morning, the building will be open at 7:30 a.m. Any damage caused to the building or booth equipment by installation or removal of exhibits will be charged to and paid for by the exhibitor.
7. REMOVAL OF EXHIBIT – No exhibits shall be broken down nor shall any removal of structures be made until 1:00 p.m. If break down is started before this time, exhibitor will not be allowed in the 2011 Expo. **All refuse must be removed from booth space area upon breakdown. If the exhibitor fails to remove the exhibit and all refuse, the Business Expo may cause the space to be cleaned at the expense of the exhibitor, under which circumstances the exhibitor agrees to make immediate payment.**
8. ANNOUNCEMENTS – Although we encourage giveaways, we will not be announcing hourly winners for our exhibitors. We feel it is more beneficial for you to have a raffle winner talk to you or visit your business personally at a later date.
9. PLEASE DON'T - **No direct sales of your merchandise will be allowed. No eating is allowed in the gym, however bottled water will be allowed at your booth.**
10. PLEASE – Remember to have a relief person for your restroom and lunch breaks.

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