



Moreno Valley Chamber of Commerce
Invites your business to participate in
**7TH ANNUAL
BUSINESS EXPO**

Thursday, October 11, 2018
5:00 p.m. – 7:00 p.m.
Center Court – Moreno Valley Mall

GREAT OPPORTUNITY TO SHOWCASE YOUR BUSINESS

Sign up for your booth TODAY! Early Bird Registration – Save on a Standard Booth if you reserve by September 28, 2018! Completed forms and payment **MUST** be received by September 27, 2018 to qualify for **Early Bird** discount. Check box indicating exhibit space choice:

- | | | | |
|------------------------------------------------------------------------------------------------------|-------|--------------------------|-------|
| <input type="checkbox"/> Standard Space Member* – Early Bird** | \$100 | after September 27, 2018 | \$125 |
| <input type="checkbox"/> Premium Spaces (Members* Only)
<i>(Limited, first come first served)</i> | \$200 | | |
| <input type="checkbox"/> Standard Space Potential Member - Early Bird** | \$150 | after September 27, 2018 | \$200 |

*Exhibitors must be a member in good standing to receive member rate. **Forms and early bird payment must be received at the Chamber office by September 27, 2018.

All booth spaces include table and 2 chairs. Table cloth will be provided or you can bring your own logo table cover.

Table Cloth	Yes	No
Electrical Access	Yes	No

(Limited availability, first come basis.)

- Set up begins at 3:00 p.m. and should be completed by 4:30 p.m.; ready by 5:00 p.m.
- Set up and take-down of exhibit space area is exhibitor's responsibility.
- Brochures, flyers, business cards, coupons and promotional items are encouraged to promote your business.
- Balloons are NOT allowed.
- Back drops will not be provided. You can have a display set up if it stays in your space.
- Provide staffing for exhibit booth throughout entire event.
- Exhibits may not be taken down before 7:00 p.m.
- Collecting names and contact information for a drawing later is permitted and encouraged. However, it is the responsibility of the exhibitor(s) to notify winners.

Return this form via fax at (951) 697-0995 or email to office@movalchamber.org or call (951) 697-4404

Name of Business: _____

Contact Name/Title: _____ Phone: _____

Address: _____ City _____ ZIP _____

Email: _____

Description of Business: _____

Signature: _____



Moreno Valley Chamber of Commerce

7TH ANNUAL

BUSINESS EXPO

General Policies Regarding Exhibitors

We are pleased that you will be part of this event and want to ensure a productive and professional environment.

Discounts offered to Moreno Valley Chamber of Commerce members may be revoked if membership lapses prior to the event.

The Moreno Valley Chamber of Commerce reserves the right to refuse organizations and businesses as exhibitors for any reason or as it deems necessary and to restrict or prohibit exhibits that are determined in its sole discretion to be objectionable because of noise, method of operation, safety, materials or for any reasons which may relate to among other things, persons, things, conduct or printed matter. The Moreno Valley Chamber of Commerce may also restrict or prohibit, with or without giving cause, any exhibit that in its opinion may detract from the general character of the exhibition. In the event of such restriction or prohibition the Moreno Valley Chamber and its Management shall not be liable for any refunds or other exhibit expenses.

A maximum of two (2) persons will be allowed per exhibit space to perform the functions of that exhibitor. No exhibitor under 18 years of age will be admitted.

Expo Rules & Regulations

Exhibitor agrees to appoint a duly authorized representative to have responsibility for its exhibit and agrees that said representative or someone authorized by exhibitor shall be in attendance at its exhibit during the hours of the event.

Only firms or organizations assigned exhibit space may solicit business within the exhibit area and hand out promotional material. Exhibitors may not solicit business or hand out promotional material outside of their assigned exhibit space (including, but not limited to, aisles and parking lots).

Selling merchandise is prohibited.

Balloons are NOT allowed.

No items may be kept in the aisles, entrances and exits of the Business Expo area.

Collecting names and contact information for a drawing later is permitted and encouraged. However, it is the responsibility of the exhibitor(s) to notify winners.

Set up begins at 3:00 pm and should be completed by 4:30 pm; ready by 5:00 p.m. The event hours are 5:00 p.m. to 7:30 p.m. Your exhibit space must be staffed at all times during the Expo. **Exhibits and materials shall not be disassembled before 7:00 p.m.** All exhibits must be removed by 7:30 p.m.

Cancellations & Refunds: Cancellation of a contract for space by exhibitor at any time may result in loss of monies paid and does not relieve exhibitor of its obligations to make payment in full in accordance with Exhibitor Form. The Moreno Valley Chamber of Commerce may use cancelled space as it sees fit.

Management Liability: Neither Moreno Valley Chamber of Commerce or its agents or employees shall be liable for any damage to the property of or loss of business to exhibitor or any person using exhibitor's allocated space or for any loss by theft or other means. Exhibitor, on behalf of itself, its employees, agents, servants, customers or guests, any person using exhibitor's allocated space, or its employees, agents, servants, subcontractors, customers or guests, expressly releases and discharges Moreno Valley Chamber of Commerce, its officers, employees, agents, and volunteers from any liability whatsoever on account of any matter or thing arising out of, incident to, or connected with said event. In any event, Moreno Valley Chamber of Commerce's liability arising out of any kind of legal claim (whether in tort, contract, or otherwise) in connection with the Expo will not exceed the price paid by exhibitor to rent the exhibitor's space.