



Exhibitor Information & Registration

Dear Member Business,

Czech Out New Prague is set to take place on Thursday, August 3rd, 2023 from 5 pm – 8:30 pm. This year, the Chamber is partnering with the New Prague Area Arts Council and Music in the Broz and we will be joining the two events in Memorial Park! We want you to consider being an exhibitor and/or event sponsor at this fun, family event!

Czech Out New Prague is a great opportunity to show New Prague and surrounding communities what your business has to offer, as well as new products, promotions, or programs. In addition, you have the opportunity to make new partnerships and business connections within our local community. Participating as an exhibitor and/or sponsor will ensure exposure of your business on all advertising and promotional material.

Both registration and sponsorship forms are enclosed. If you'd like to download additional forms, you can do so on our website at www.newprague.com.

Please contact us the New Prague Chamber of Commerce with any questions at 952-758-4360. Follow us on Facebook and Instagram for regular updates @newpraguechamber

We hope you can join us for this fun event!

Sincerely,
New Prague Chamber of Commerce



Czech Out New Prague!
 Thursday, August 3rd, 2022
 5 pm - 8:30 pm
 Memorial Park

2023 Exhibitor Application
Due: July 20th, 2023

Office Use Only

Date Received _____

Payment Amount _____

___ Copy of permit

___ Copy of Liability Insurance

Company Name: _____

Contact Person: _____ Contact Number: _____

Address: _____

Email: _____

Who will be in charge of your booth during the event? _____

Email: _____ Cell Phone: _____

What type of product/service will you be promoting during this event?

Make your selections below and calculate the total at the bottom

Quantity	Description	Price per item	Total
	Member Booth Space	\$ 200.00	\$
	Non-Member Booth Space	\$ 300.00	\$
	Non-profit Booth Space	\$ 150.00	\$
	*Electricity	\$ 10.00	\$

* Tent(s) and table(s) ARE included in booth rental. Exhibitor is responsible for bringing their own chair(s), if needed. Electricity is not included. Please specify above if your booth will require electricity.

Grand Total	\$
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Please be sure to include your payment, ST-19, and a copy of your food vendor permit (if applicable) with your registration.

Make checks payable to the New Prague Chamber of Commerce

101 East Main Street
 New Prague, MN 56071

EXHIBITOR REQUIREMENTS

Exhibitor is required to operate throughout the entire event. Booths will be filled on a first-come, first-served basis. Exhibitors are encouraged to present your booth as family friendly. You must attach a copy of your vendor permit, or ST-19, if selling any food/beverage, or merchandise, items with this application form for approval. Contact the New Prague Chamber of Commerce with any questions 952-758-4360.

Full payment must be submitted with the application. Registration and payment deadline is 4 PM on Thursday, July 20th, 2023.

BOOTH SPACE

Basic fee includes a 10 x 10 space at the event plus various advertments and promotions. Tents and tables will be provided for you and ARE INCLUDED in the booth fee. If electricity is needed, please let us know prior to the event and we can provide that for you for an additional fee. Additional equipment will not be provided the day of the event. Must bring your own chairs and tablecloths, if needed.

Exhibitor will be provided with a map and booth location prior to the event date. The space contracted for is to be used solely for the name that appears on the application and it is agreed that no portion will be sub-let or used by any other organization or business. Exhibitors and their exhibits are limited to their assigned booth space. Marketing displays and material cannot block or interfere with booth space of other Exhibitors.

ELECTRICITY

One (1) electricity outlet is available for a very limited number of booths and is limited to 20 amps only. No extension cords will be provided. All extension cords used must be in safe working conditions as required by local fire code(s). Please let us know if electricity is needed prior to the event as there is an additional fee.

EXPO SET-UP AND TEAR DOWN

Czech Out New Prague is open to the public from 5 PM – 8:30 PM. Every exhibitor booth must be staffed and operational during the entire open hours of the event. Exhibitors will not be allowed to leave before the end of the event. Any Exhibitor that leaves early will be excluded from Czech Out New Prague the following year. Exhibitor shall have access to the area Thursday, August 3rd, 2023 starting at 2 PM. Exhibitors are responsible for unloading and setting up material the day of the expo. Exhibitor booth must be completely set-up and ready to serve the public no later than 4:30 PM.

CANCELLATION

If, for reasons beyond the Chamber's control, Czech Out New Prague must be cancelled, the New Prague Chamber of Commerce is not liable for any costs other than exhibitor space fees paid. If the date or location must be changed for reasons beyond the Chamber's control, it is agreed that the entry booth fee is non-refundable as a date or location change will be provided. Should an exhibitor wish to cancel this agreement and not exhibit in the event, a refund of fees paid may be requested through July 20, 2023, after which no refunds will be made. Allow four (4) weeks for refund processing.

EVENT LOCATION & PARKING

Czech Out New Prague will be in Memorial Park around the Park Street Parking loop. This road will be closed to traffic during event hours. Side street parking will be available around Memorial Park.