



Exhibitor Rules

1. Booths will be provided by Southern Hospitality Event Rental company and includes exhibit space, one 6' table with black linen, 8' backwall drape, 3' siderails, two chairs, one booth identification sign, one wastebasket, two exhibitor badges and two lunch tickets. *(If purchasing an additional booth, you will be supplied with an additional table, chairs, wastebasket, exhibitor badges and lunch tickets)*
2. Use of tape, pins, nails, tacks, double sided tape and duct tape are NOT ALLOWED on Castine Center walls, floors, ceilings, overhangs or any equipment such as divider walls.
3. The use of ink, paint, and permanent magic markers are PROHIBITED within the Castine Center. Any signs, sets, or decorations incorporating these materials must be prepared off-site.
4. No cooking or open flames (including candles) will be allowed on the exhibit floor.
5. There will be no animals, except service dogs, allowed in the building.
6. Children must be supervised at all times. Parents are responsible for damage done by their unsupervised children.
7. Normal janitorial service will be supplied at no cost in all aisles, halls and other access areas. If you leave excessive trash, an additional clean up fee of \$50 may be assessed.
8. All exhibitors must construct displays within the limits of their booth.
9. Booth must be staffed at all times during show hours.
10. Exhibitors can not break down their booths until the show ends at 7:00pm.
11. Exhibitors will not be allowed to stand in the aisles, or walk the aisles handing out literature. If selling goods in your booth, exhibitor assumes the entire responsibility for collecting and reporting all applicable state, federal and local taxes associated with sales activities related to its exhibit.
12. Exhibitors can provide their first, second and third choices for booth location. Booth assignments will be made by the St. Tammany West Chamber of Commerce. You will receive notification of booth location one week prior to the show. The Chamber reserves the right to make booth and floor plan changes.
13. Final booth payments must be made by August 1, 2018.



Thursday, September 13, 2018 – 3:00pm – 7:00pm
Castine Center - 63350 Pelican Dr. – Mandeville, LA

BUSINESSNAME: _____

BUSINESS NAME FOR BOOTH SIGN AND BADGES: _____
(Maximum of 30 letters and spaces)

CONTACT NAME: _____ CELL PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BOOTH INFORMATION AND OPTIONS

Booth Choice:	Booth Price:	Select:
SINGLE BOOTH (10 X 10)	\$300.00	
CORNER OR COURTYARD (10 X 10)	\$400.00	
HALF BOOTH (5 X 10)	\$200.00	
ADDITIONAL BOOTH (10 X 10)	+ \$200.00	
NON-MEMBER (10 X 10)	\$450.00	
NON-MEMBER CORNER OR COURTYARD (10 X 10)	\$550.00	
NON-MEMBER HALF BOOTH (5 X 10)	\$300.00	

ADD-ONS

ELECTRICITY (how many amps: _____) TBD _____

ADDITIONAL BADGES (specify quantity: _____) \$10.00 EA _____

TOTAL AMOUNT DUE: _____

BOOTH CHOICES: *(Please look at the diagram of the Castine Center and provide the booth number)*

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

I have read and agreed to the Exhibitor Rules listed above and agree to pay in full by August 1st.

Authorized Signature

Date

Once completed form is signed and returned via email to info@sttammanyachamber.org, your registration will be processed, and invoice sent out.