



Oktoberfest Exhibitor Information

Thank you for registering to be an exhibitor at the Annual Oktoberfest Expo. We are excited to have you as a participant! Please review the following before the event:

- All participants must sign the **Indemnification form** and have it submitted to our office before you set up.
- **All restaurants** must complete the **Application for Temporary Food Establishment forms**. To avoid additional fees, the forms need to be submitted to the **East Peoria Chamber of Commerce office** two weeks **before** the event
- The tables are six-foot with a black skirt.
- Participants in need of electricity will need to confirm they are **registered for electricity**. Those participants will have a table located along a wall. Electricity will not be ran to a table not by a wall. **You will not be able to sign up for electricity the day of the event.**
- You can begin setting up at 9:00 a.m. at the Par-A-Dice Hotel. We would prefer all set up to be completed **by 3:00 p.m.** This will allow pictures to be taken of your booth and exhibitors to mingle before the doors open at 4:00 p.m.
- Tear down is immediately following the event at 7:00 p.m., as the Par-A-Dice has an event the next day.
- For easier access to the ballroom, large booth items may be brought in through the three big doors in the back of the hotel on the road between the Par-A-Dice and the Hampton Inn. **ARRANGEMENTS MUST BE MADE PRIOR TO ARRIVAL TO ENSURE THE DOORS WILL BE UNLOCKED.**
- Exhibitors may offer door prizes to participants. Our emcee will come to your booth and announce the winner.
- The Par-A-Dice has Wi-Fi.