



# SPOOKTACULAR BUSINESS EXPO & HIRING EVENT

Heber Springs Community Center | Oct. 28th

Presented by the Heber Springs Area Chamber of Commerce

## What?

The Heber Springs Area Chamber of Commerce is pleased to present the 2021 **Spooktacular Business Expo Hiring Event!** This is an opportunity to spotlight your business, introduce new products, gain exposure, meet new customers, network, and build relationships that will lead to new growth and production. We invite you to be an exhibitor at this year's Expo to promote your quality products and services to more than 500 attendees.

## Where?

2021 Business Expo will be held at the Heber Springs Community Center, 201 Bobbie Jean Lane. The facility is equipped with a large roll up door to easily set up your display.

## When?

**Thursday, October 28, 2021**

Open to the public from  
12:00 pm - 4:00 pm

## Theme

The Chamber is encouraging vendors at this year's Expo to incorporate a Halloween theme into their exhibit. Vendors using the theme will be eligible for a Best Decorated, Best Dressed, and Most Fun booths awards.

## Booth Setup

Wednesday, October 27,

2:00 pm - 7:00 pm &

Thursday, October 28,

9:00 am - 11:00 am

Exhibitor Brunch:

10:00 am - 11:00 am

Booths must be set up and ready by 11:00 am Thursday, October 28.

## Perks/Pluses

Each Exhibitor will receive the following:

- 10' x 10' booth space with 3 draped sides
- One draped 6' table with two chairs
- Opportunity to win exciting door prizes
- Exhibitor Information\

- Publicity campaign to boost attendance:
  - Radio announcements sent to local stations
  - Promoted on Social Media, the Chamber e-newsletter, and our website
  - News releases to local and regional media
  - Flyers publicizing the event

## Scavenger Hunt

We plan to have a scavenger hunt again this year. Attendees who complete the scavenger hunt will be entered into a door prize drawing. We encourage you to provide a door prize for the Spin It to Win It Wheel. This provides free advertisement for your business.

## Hiring Event

If your business is hiring, please let the Chamber know. We will have space available that you can use for interviews.

# TERMS OF CONTRACT FOR EXHIBIT SPACE

1. **STATEMENT OF POLICY:** All exhibitors regardless of size will be given opportunity, within reason, to present their product or service in the most effective manner to the audience.
2. **CONTRACT:** This contract for space, the assignment of space and full payment of booth space together constitute the entire contract for the right to use space. Full payment for space and a signed contract is required before assignment of space is made.
3. **ACCEPTANCE:** An authorized signature on the official Expo contract form indicates the exhibitor has read, understands and agrees to abide by all rules outlined in the contract.
4. **USE OF SPACE:**
  - (a). All aisles and spaces not leased to exhibitors shall be under the control of the Chamber of Commerce. All displays, distribution of literature, demonstrations and transactions shall be made inside the space contracted. Standing in aisles or in front of booths of other exhibitors is strictly prohibited. Any undignified method of attracting attention will not be permitted.
  - (b). No exhibitor shall assign, sublet or share the allotted space without the knowledge and consent of the Chamber of Commerce. Exhibitors must show only goods/services dealt in by them in regular course of business and representatives must be from their own firm. Political candidates may not share booths with their respective political parties.
  - (c). All booths shall be staffed by at least one person at all times.
5. **CARE OF BUILDING AND EQUIPMENT:** Exhibitor shall not injure or deface the walls or floor of the building, the booths or the equipment of the booths. Drilling of holes, attachments to or painting of floor, or any other defacements will not be allowed. Open flame is not permitted in the building.
6. **LIABILITY:** The Chamber, Expo sponsors and the Heber Springs Community Center management disclaim liability for damages or losses due to fire, theft, accident, vandalism or other causes. The Chamber will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the Chamber, Expo sponsors, Heber Springs Community Center and Expo service providers against any and all loss, damage, liability or expenses arising out of any occurrence which arises out of exhibitor's occupancy and use of Expo premises during or subsequent to the period of the exhibition.
7. **BOOTH SETUP/MOVE OUT:**
  - (a). Set up: Exhibitors may set up their booths on October 27, 2:00 pm - 7:00 pm and Thursday, October 28, 9:00 am - 11:00 am. All exhibits must be completed by 11:00 am on Thursday, October 3rd.
  - (b). Move out: No exhibitor shall begin break-down of booth or removal of exhibited material until the show is officially closed on Thursday, October 28 at 4:00 pm. All exhibits must be removed by 6:00 pm.
8. **CANCELLATIONS/REFUNDS:** Exhibitors cancelling before September 27, 2021, will be eligible for a full refund less \$20.00 per booth processing fee. Exhibitors cancelling from September 27 - October 11, 2021 will receive a 50% refund and exhibitors cancelling after October 11th will not be eligible for refunds.
9. **SOLICITATION:** No person or persons, other than exhibitors, will be permitted to conduct business on the floor without the express permission of the Heber Springs Area Chamber of Commerce.

# BUSINESS EXPO 2021 CONTRACT FOR EXHIBIT SPACE

THIS FORM SERVES AS YOUR CONTRACT. PLEASE READ THE TERMS OF THE CONTRACT OUTLINED PREVIOUSLY STATED CAREFULLY BEFORE SIGNING.

## EXHIBITOR INFORMATION

Exhibitor/Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Type of business/product to be displayed \_\_\_\_\_

Would your business like to participate in the hiring event? \_\_\_\_\_

## BOOTH SPECIFICATIONS

### Early Bird Rate

(On or before September 27, 2021)

\_\_\_ Member \$150

\_\_\_ Non-member \$300

\_\_\_ Red Booth Space-additional \$25

\_\_\_ (1) 110 electrical outlet \$10

### Regular Rate

(After September 27, 2021)

\_\_\_ Member \$165

\_\_\_ Non-member \$315

\_\_\_ Red Booth Space-additional \$25

\_\_\_ (1) 110 electrical outlet \$10

Booth Space: 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Please see attached map for booth spaces.

Other special booth requests: \_\_\_\_\_

Please list 2 interesting facts about your company: \_\_\_\_\_

Make check payable and mail to:

Heber Springs Area Chamber of Commerce

110 South 7th Street

Heber Springs, AR 72543

I have read and agree to the terms of the contract for exhibit space and affix my signature to commit to participating in the Business Expo 2021 according to the terms stated.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY:

Booth(s) Assigned \_\_\_\_\_ Amount Received \$ \_\_\_\_\_ Date \_\_\_\_\_

