



9am-1pm, Sunday, June 5 (rain date June 26)  
Parking lot at Elwood and Oak streets  
in conjunction with Village's Country Market

## 2022 Frankfort Community Showcase Exhibitor Registration

Chamber member business: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

**Not a Chamber member yet? Join at [frankfortchamber.com](http://frankfortchamber.com) or call the office at 815-469-3356.**

**Booth Space:** Each 10' x 10' booth space includes: One 8' X 2.5" banquet table and one folding chair. Booth spaces are limited.

**Business Booth** (Early Bird rate if registered & paid by May 6, 2022)..... \$125 \_\_\_\_\_  
(After May 6, 2022)..... \$175 \_\_\_\_\_

**Non-Profit Booth** (Early Bird rate if registered & paid by May 6, 2022)..... \$100 \_\_\_\_\_  
(After May 6, 2022)..... \$125 \_\_\_\_\_

**Will you be selling products at your booth? \_\_\_\_\_ Yes \_\_\_\_\_ No**

(Food must be prepackaged. No open food or food samples can be handed out to guests.)

Please describe display. List any items over 100 lbs. and examples of mdse for sale \_\_\_\_\_

### **Add-Ons:**

**Extra Table** (If extra table needed, email [kris@frankfortchamber.com](mailto:kris@frankfortchamber.com) to ensure availability before paying for this. Limited supply.)..... \$25 \_\_\_\_\_

**Booth Electric** (If electric needed, email [kris@frankfortchamber.com](mailto:kris@frankfortchamber.com) to ensure availability. Limited spots for electric. Must bring your own extension cord.)..... \$50 \_\_\_\_\_

**Raffle Donation:** (\$50 minimum value) Item(s) donated: \_\_\_\_\_

**TOTAL DUE:** ..... \$ \_\_\_\_\_

Exhibitors **MUST** submit a copy of their Certificate of Liability Insurance (COI) covering your exhibit for a minimum of \$1,000,000. The COI **MUST** list the Frankfort Chamber of Commerce and Village of Frankfort as additional insureds.

**Your booth is not reserved until you receive acknowledgement from the Chamber that we have received your payment, Hold Harmless Form and Certificate of Insurance.**

Make checks payable to **Frankfort Chamber of Commerce**

### **CREDIT CARD INFORMATION**

Company Name: \_\_\_\_\_

First Name (on card): \_\_\_\_\_ Last Name (on card): \_\_\_\_\_

Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_ Signature: \_\_\_\_\_

**Upon receipt of Exhibitor Registration, signed Hold Harmless Agreement, Certificate of Insurance, and Payment, exhibitor agrees to all 2022 Showcase Rules and Regulations, which are included with this registration form and can be found under the event at [www.frankfortchamber.com](http://www.frankfortchamber.com).**



## 2022 COMMUNITY SHOWCASE RULES & REGULATIONS

**Please read thoroughly. By submitting an exhibitor application, you agree to these rules and regulations.**

1. CONTRACT FOR SPACE - All persons, firms, companies, or organizations desiring to exhibit in our 2022 Community Showcase, must fully complete and return **a. the Exhibitor Registration Form b. the Hold Harmless Agreement c. payment in full and d. your Certificate of Insurance**.
2. HOURS OF COMMUNITY SHOWCASE - The 2022 Community Showcase will be open to the public from **9 a.m. to 1 p.m., Sunday, June 5, 2022 (rain date Sunday, June 26, 2022)**.
3. ALLOTMENT OF SPACE - Exhibition space allotted by, or under authority of, the 2022 Community Showcase Committee, or its authorized representative. Use of the space will be for the sole purpose of exhibiting goods and/or services. Direct sales of your merchandise will be allowed, per approval from the Chamber office.
4. CERTIFICATE OF INSURANCE - All exhibitors in the 2022 Community Showcase must provide proof of Business Liability Insurance: General Liability/Property Insurance minimum of \$1,000,000.  
**Please list the Frankfort Chamber of Commerce and the Village of Frankfort as additional insureds and submit Certificate of Insurance with completed Exhibitor Registration Form.**
5. PAYMENT FOR SPACE – Your space will not be reserved until we have received all required items listed in #1 above. Please complete the credit card information on the Registration Form or make your check payable to “Frankfort Chamber of Commerce” and return your application as soon as possible (space is limited). You may email your forms in to [kris@frankfortchamber.com](mailto:kris@frankfortchamber.com), and mail in or drop off a check. Just let us know.
6. SET-UP – All exhibitors must enter the parking lot from Elwood Street. You will be directed to your designated booth space and must promptly unload your vehicle and exit to Oak Street. You may park in the lot across the street at the SW corner of Elwood and Oak streets then return to complete set up of your booth. A single booth space is 10' wide X 10' deep. The 8'x2.5" tables are wood banquet tables so please bring a tablecloth to cover it. You may bring a pop-up tent no larger than 10x10. You must have weights for the tent. If approved for electric, you must bring your own extension cord. **SUNDAY MORNING SET-UP Set-up begins at 7:30am and MUST be completed by 8:30am.**
7. REMOVAL OF EXHIBIT - **No exhibits shall be broken down nor shall any removal of structures be made until 1:05 p.m. All garbage must be removed from your booth space area upon breakdown.** If you begin breakdown before 1:05 p.m. or your booth area is not completely cleaned, you will not be allowed in the 2023 Community Showcase. Cars will not be allowed back into the parking lot for post event loading until 1:15pm.
8. ANNOUNCEMENTS - You may offer your own raffles to our attendees. Although the Committee encourages giveaways, we will not be announcing winners for our exhibitors. The Committee feels it is more beneficial for you to have your raffle winners talk to you or visit your business personally.
9. Helium balloons may be used to decorate exhibits but may **not** be handed out.

## **2022 Frankfort Community Showcase Hold Harmless Agreement**

The undersigned Exhibitor agrees that it will, at all times after the date of this Agreement, save Frankfort Chamber of Commerce and the Village of Frankfort harmless and keep said indemnified: (a) From and against all costs, claims, expenses and damages, including expert and attorney's fees, arising from the operation by the Exhibitor of a booth at the Community Showcase on June 5, 2022 (rain date June 26, 2022); and, (b) By reason of any action or other proceeding which shall or may be brought or instituted against the said Frankfort Chamber of Commerce and the Village of Frankfort for or in respect of the operation of said booth at said Community Showcase concerning its stock in trade, effects and premises, or for or in respect of the recovery of the several sums of money which might be due and owing from the exhibitor in respect of their operations including all cost, claims, expenses and damages.

Printed name of Authorized Exhibitor: \_\_\_\_\_

Exhibiting Business/Organization Name: \_\_\_\_\_

Signature of Authorized Exhibitor: \_\_\_\_\_

Date: \_\_\_\_\_