

COMMUNITY EXPO 2019

EXHIBITOR REGISTRATION FORM



MOKENA
CHAMBER OF COMMERCE
Community Expo

Saturday, October 5, 2019
Expo 9:00 am to 1:00 pm

The Oaks Recreation
& Fitness Center
10845 LaPorte Road
Mokena, IL 60448



Introduce your organization to hundreds of prospective clients and customers in just a few hours!

Company Name: _____

Contact Name: _____

Contact Phone: _____

Address: _____

City: _____

Zip: _____

Business Phone: _____

E-mail: _____

Website: _____

Item for Sale (if any): _____

Describe Exhibit (List items over 100 lbs.): _____

Signature _____



BOOTH SPACE: A single booth space is 10' X 10'. Each booth is provided one table (2 1/2' X 8'), two chairs, white plastic tablecloth and skirting.

EXHIBITOR FEES

Chamber Member Booth	\$160
Non-Chamber Member (Includes 1 year membership)	\$355
Non-Profit & Taxing Bodies Booth	\$100
Home Based Business	\$100
Electricity (MUST be reserved/Limit 25)	\$50
ITEM REQUIRING ELECTRICITY	
TOTAL DUE	\$_____

PLEASE RETURN FORM AND PAYMENT TO:

Mokena Chamber of Commerce
11104 Front Street
Mokena, IL 60448
Phone: 708-479-2468
Fax: 708-479-7144
chamber@mokena.com

***Refunds will not be issued for
cancellations received after 9/25/19

Registration/Sponsorship Payment: FULL payment required to secure your registration.

Amount Due*** \$_____ ☐ Check is enclosed

Credit Card Number: _____

Exp. Date: _____ / _____ Security Code _____ Zip Code _____



MOKENA

CHAMBER OF COMMERCE

Community Expo

COMMUNITY EXPO 2019 EXHIBITOR CONTRACT

I (We) hereby contract for space at the Mokena Chamber of Commerce Community Expo, October 5, 2019 at the Mokena Community Park District. Appropriate fees must accompany the signed contract. To guarantee that all Exhibitors will be included in advertising and promotional materials, the registration deadline is 09/25/19. Booths will be assigned on a first come, first-served basis with a consideration given to overall product mix and consumer needs. Exhibitors are subject to the rules and regulations below governing the 2019 Community Expo and signature acknowledges receipt. **Certificate of Business Liability Insurance covering the exhibit for a minimum of \$100,000.00 must accompany your application, listing Mokena Chamber of Commerce and the Mokena Community Park District as additional insured.** Cancellation refunds will not be granted after 09/25/19. Each booth is provided 1 table (2 1/2' x 8'), white plastic table cloth/skirt.

Signature: _____

No goods or services other than those specified above shall be exhibited, and no business of any other nature shall be transacted. In order to sell your products, they must be new items, and must pertain to your business. This is an upscale Community Expo and the committee will have the final decision on your ability to sell your products and are not contestable by the vendor. All boxes and inventory must be stored in a professional manner. We are creating an upscale environment and do not want to be perceived as a flea-market event. All applicants will receive notification if the committee determines non-eligibility. The undersigned Exhibitor agrees that it will, at all times after the date of this Agreement, save Mokena against all costs, claims, expenses and damages, including expert and attorney's fees, arising from the operation by the reason of any action or other proceeding which shall or may be brought or instituted against the said Mokena Chamber of Commerce and the Mokena Community Park District 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 costs, claims, expenses and damages.

Mokena Chamber of Commerce, 11104 Front Street, #1B, Mokena, IL 60448
708-479-2468 chamber@mokena.com www.mokena.com

Community Expo Rules & Regulations

1. Contract for Space

All persons, firms, companies, or associations desiring to exhibit, must sign a written contract with the Mokena Chamber of Commerce and each applicant must furnish the information requested, on said contract.

2. Hours of Community Expo

The 2019 Community Expo will be open to the public from 9:00 a.m. to 1:00 p.m. on October 5, 2019. You may be at the Expo no earlier than 7:30 a.m. to finish set-up at your booth, if needed.

3. Allotment of Space

Exhibition space is assigned by the Community Expo Committee. Use of the space will be for the sole purpose of exhibiting goods and/or services. Your display **MUST** fit within your assigned space.

4. Certificate of Insurance

All exhibitors in the Expo must provide proof of Liability Insurance with their application, covering the following: General Liability/Property Insurance \$100,000.00 naming Mokena Chamber of Commerce and Mokena Community Park District as additional insured.

5. Payment of Space

All fees must accompany application. Please make your check payable to Mokena Chamber of Commerce. Please return your application with payment before **September 25, 2019**.

6. Installation of Exhibit & Set-Up Times

A single booth space is 10'x10'. All tables in booth area must be skirted. 1 table, 2 chairs, and a white table cloth and table skirt will be provided. You may set up your booth the evening before the Expo, on **Friday, October 4, between 12 to 3 p.m.** Taping, driving nails or tacks in the floor or walls of building is strictly prohibited. All exhibits must be in place and in order, and all rubbish removed by 8:30 a.m. Saturday morning. Any damage caused to the building or booth equipment by installation or removal of exhibits will be charged to and paid for by the exhibitor.

7. Removal of Exhibit

No exhibits shall be broken down nor shall any removal of structures be made until 1:15 p.m. If break down is started before this time, exhibitor will not be allowed in the 2020 Expo. All refuse must be removed from booth space upon breakdown.

8. Sales

Vendors ARE allowed to sell their products at their booth!

9. Parking

To accommodate visitors of the event, vendors are required to park their vehicles in the church parking lot west of The Oaks.

10. Have a great day meeting new customers & contacts!!!



Annual Mokena Community Expo

Saturday,
October 5, 2019
9 a.m. to 1 p.m.

Held at
The Mokena Community
Park District's
The Oaks Recreation &
Fitness Center -
10845 LaPorte Road,
Mokena, IL, 60448

Mokena Chamber of Commerce

11104 Front Street, #1B

Mokena, IL 60448

708-479-2468 (phone)

708-479-7144 (fax)

chamber@mokena.com

www.mokena.com

Facebook/MokenaCC

Instagram @mokenachamber