



REGISTRATION & CONTRACT FOR EXHIBIT SPACE

Friday, May 3, 2019- Fort Smith Convention Center

**Please complete, sign and return to Lindsey Trantham via e-mail
Ltrantham@fortsmithchamber.com. An electronic signature
shall be treated as an original signature. Please call
479.783.3111 with any questions.**

The Company/Business identified below ("Exhibitor") applies to Fort Smith Regional Chamber of Commerce ("Organizer") for exhibit space ("Space") at 2019 Business & Career EXPO ("Event") identified above on this Application & Contract for Exhibit Space ("Application & Contract"). When this Application & Contract is accepted by Organizer it is a legally binding contract ("Agreement") between Organizer and Exhibitor.

A. EXHIBITOR PRIMARY CONTACT: (to receive all correspondence pertaining to space)

Exhibitor Company Name: _____

Will your Company be providing employment opportunities at the event? Yes/No _____

(A "Hiring" sign will be added to the booths that will have opportunities at the Expo event)

Exhibitor Primary Contact/Title: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Setup/Event Day Phone: _____

E-mail Address **(IMPORTANT UPDATES SENT VIA E-MAIL):** _____

B. BILLING CONTACT (*Please provide only if different from Primary*)

Billing Primary Contact/Title

City/State/Zip

Street Address

Telephone

E-mail Address

C. EXHIBIT SPACE COST AND FEATURES:

1. Standard 10X10 Booth: Standard booth with pipe & drape, one table & two chairs. Includes two tickets to First Friday Breakfast and lunch at the Expo.

Pricing: \$375.00 for members ---- \$475 for non-members

2. 10x10 booth with Display Area: Standard Booth with additional floor space for display, demo, or product placement (please call for specific space availability.) Includes two tickets to First Friday Breakfast and lunch at the Expo.

Pricing: \$500.00 for members ---- \$600.00 for non-members

3. Non-Profit: Table & Chairs only: Placed along the perimeter of the room – a skirted 8' table and two chairs. Does not include breakfast or lunch tickets.

Pricing: \$150.00 ---- \$250.00 for non-members

In order to be eligible for the Member rate a company must be a member at time of Agreement through completion of 2019 event.

Deadline to sign up is April 22, 2019.

Booth space/location is determined on a **first-come first-serve basis**, with the exception of Sponsorship packages that offer "prime location".

ALL BOOTH PACKAGES INCLUDE:

- One 8' Skirted Table (\$10 for an additional table)
- 2 Chairs (Additional Chairs available for \$5 each)
- Pipe and Drape
- Wireless Internet Access
- 'Hiring' or 'Not Hiring' sign
- 2 tickets to First Friday Breakfast at the Expo (additional tickets available for \$18 each for members, \$20 for non-members)
- 2 tickets for lunch at the Expo (additional tickets available for \$5 each)

ADDITIONAL ITEMS:

- Electrical Outlet (20 amp/110V double outlet): \$25 in advance, **\$35 on day of the event**
- Other Special Needs (i.e. higher voltage, land line phone) please contact Lindsey Trantham
- Additional tickets to Breakfast @ \$18 per ticket for members, \$20 non-members (2 included with booth, but not with non-profit table)
- Additional tickets to Lunch @ \$5 per ticket (2 included with booth, but not with the non-profit table)

D. SET-UP & TEAR DOWN REQUIREMENTS:

Set-up time for all exhibitors will be from Noon – 4:30 p.m. on Thursday, May 2nd. All booths should be set-up by 4:30 p.m. as the doors will be locked at that time. Please show courtesy and respect to your fellow exhibitors by keeping your display within the 10x10 perimeter of your booth. Do not encroach onto the walkway for the safety of our guests and other exhibitors (i.e. any games or displays should be within your 10x10 space unless you have purchased a booth with extra space.)

Tear down will begin at 3:00 p.m. All exhibits must be dismantled and removed by 5:00 p.m. Booths may NOT be dismantled prior to 3:00 p.m.

E. LIABILITY:

The Fort Smith Regional Chamber of Commerce and/or the Fort Smith Convention Center cannot be liable for damage or loss due to possible theft. The Exhibit floor will be locked overnight. It is expressly understood and agreed by the Exhibitor that no claim of any kind against Organizer for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the event; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims.

F. DOOR PRIZE:

During the day of the Expo/Job Fair, we will have a live emcee to promote the day's events as well as advertising the companies exhibiting and offering door prizes at the event. Each booth is welcome and encouraged to give away a door prize. You can have a bowl/basket for collecting business cards at your booth and we will stop by your booth to announce and hold your drawing. **Interested? All you have to do is complete the attached form and return to us prior to the end of business on April 22, 2019.**

G. EXHIBITOR FEES: Please complete the table below for your total amount due:

DESCRIPTION	FEES		Non-Member	QTY	TOTAL
10x10 Booth + Floor Display area	\$500		\$600		
10x10 Booth Standard	\$375		\$475		
Non-Profit Table & 2 Chairs only	\$150		\$250		
Electrical Outlet (\$25 advance; \$35 day of expo)	\$25				
Additional Table	\$10				
Additional Chairs	\$5				
Additional Breakfast Tickets	\$18		\$20		
Additional Lunch Tickets	\$5				
Extra Large Corner Booth	\$875		\$975		
TOTAL DUE					\$

H. PAYMENT METHOD:

☐ **INVOICE**

☐ **CREDIT CARD** ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

You can submit your card information below or by phone as well.

Credit Card Number **please print numbers clearly*

Expiration Date (Month/Year)

Amount to Charge (from table above)

Billing Address

Authorized Signature on Card

☐ **CHECK**

Please make checks payable to *Fort Smith Regional Chamber of Commerce* and mail payment to:
Fort Smith Regional Chamber of Commerce, 612 Garrison Avenue
Fort Smith, AR 72901

Breakfast Ticket Registration: If you do not currently have the attendee info-please email ltrantham@fortsmithchamber.com when you have confirmed

Attendee Name (1): _____ Attendee Email: _____

Attendee Name (2): _____ Attendee Email: _____

I. CANCELLATIONS: No refunds for cancellations will be awarded after April 22, 2019.

TO RESERVE YOUR BOOTH, you must complete this form and sign below:

The Exhibitor agrees that upon acceptance of this Application & Contract and any attachments by Organizer, with or without appropriate payment, pending invoice, of the Exhibit Space Cost, this Agreement shall become a legally binding contract enforceable against the Exhibitor in accordance with its terms. The individual signing this document represents and warrants that he/she is duly authorized to execute this binding contract on behalf of the Exhibitor. The Exhibitor agrees to be bound by the information and terms herein and/or any other rules and regulations issued prior to the Event.

Exhibitor's Authorized Signature & Date: _____

Printed Name and Title: _____



Fort Smith Regional Chamber of Commerce
2019 Business & Career Expo

Door Prize Form

Do you wish to have a Door Prize Announced from your booth?

During the day of the Expo/Job Fair, we will have a live emcee to promote the day's events as well as advertising the companies exhibiting and offering door prizes at the event. Each booth is welcome and encouraged to give away a door prize. You can have a bowl/basket for collecting business cards at your booth and we will stop by your booth to announce and hold your drawing.

Exhibitor Company Name: _____

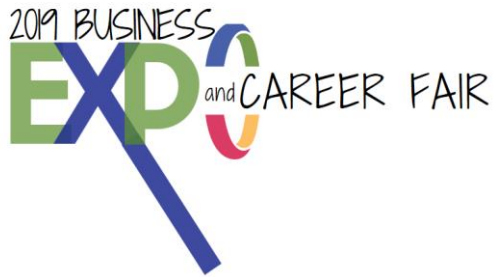
Contact Name at Booth: _____

Door Prize: _____

Estimated Value: _____

*If you are unsure about a door prize at this time, Please return the registration form when complete. The Door Prize form can be returned at a later time.

Deadline to submit Door Prize Form: May 2nd by 4:00pm.



Schedule:

Thursday, May 2nd:

Set-up anytime between Noon and 4:30pm

Due to the First Friday Breakfast event on 5/3 at 7:30am, all booth setups are required to be completed on 5/2/19.

Friday, May 3rd:

Expo Breakfast (coincides with May First Friday Breakfast) at 7:30am in Exhibit Hall A. Each booth exhibitor receives 2 tickets.

Expo Floor OPENS at conclusion of Breakfast: 9:00am

Expo Lunch: 11:30 a.m. Each booth exhibitor receives 2 tickets.

Expo Floor CLOSES at 3:00pm.

Please **do not** disassemble your booth prior to 3pm.