



## Stillwater County Chamber of Commerce

Presents

### BUSINESS EXPO 2012

Stillwater Pavilion, 328 E. 5th Ave. N., Columbus, MT



Friday, March 30, open 10 a.m. – 6:00 p.m.

Saturday, March 31, open 9 a.m. - 3 p.m.

**The Stillwater County Chamber of Commerce shall be referred to as SCCC.**

#### **Booth Rules and Regulations - KEEP FOR REFERENCE**

1. 50% deposit is required to reserve booth. Deposit is non-refundable.
2. All booth rent is due in full before March 12, 2012. If booth rent is not paid in full by March 12, 2012, your deposit will be forfeited and the booth will be resold.
3. Subletting of booth space will require written approval by the SCCC Events Coordinator.
4. All exhibitor applications will need to be approved by the SCCC Events Coordinator.
5. **Exhibit Content and Manner of Use:** the Business Expo 2012 Committee reserves the right to make decisions relative to show content and reserves the right to reject exhibitory which it deems detrimental or not specifically appropriate to the Business Expo.
6. **Eventualities:** The SCCC shall not be liable for any damages or expenses incurred by Exhibitors in the event the show is delayed, interrupted or not held as scheduled. If for any reason, beyond the control of SCCC, the show is not held, SCCC may retain a proportionate amount from each Exhibitor as is necessary to defray Business Expo 2012 expenses already incurred by the SCCC.
7. Exhibitor is responsible for all necessary set up equipment, i.e. extension cords, etc. (The Business Expo Committee will provide two chairs, one 6' table for all booths. In addition, a white table covering will be provided for the indoor booths.)
8. Set up times are Thursday, March 29, 5p.m. until 9 p.m., and Friday, March 30, 7 a.m. until 9:30 a.m. All booths are required to be set up by 10 a.m. on Friday. All trailers and exhibitor vehicles must be removed at least 30 minutes prior to the start of the Business Expo. The Exhibitor parking area will be on 6<sup>th</sup> Avenue, directly north of the Stillwater Pavilion.
9. **Outside space:** Exhibitors are responsible for any tents or cover for booth if needed.
10. Electricity will be available at an additional charge of \$30.00.

11. All Exhibitor merchandise and displays must stay within the designated booth space. No Exhibitor merchandise or displays may extend into designated aisles or walkways. No display may block exits.
12. All booths must be properly manned during the hours of the show.
13. No tear down of booth until closing time on Saturday. Trailers cannot be pulled up to the building to tear down booths until 3:00 p.m. on Saturday.
14. **Amendments:** SCCC shall have the sole discretion, full power and authority to interpret and to make or amend these rules and regulations. Further, SCCC reserves the right to make such rules and regulations as may appear to be in the best interest of the Business Expo, and the Exhibitor agrees to accept and abide by such rulings.

### **Booth Rental Rates**

<u>Indoor Booths</u>	<u>Chamber Member</u>	<u>Non-Chamber Member</u>
8' x 8' space	\$80.00	\$100.00
10' x 8' space	\$100.00	\$120.00
Electricity	\$30.00	\$30.00

<u>Outdoor Booths</u>	<u>Chamber Member</u>	<u>Non-Chamber Member</u>
12' x 12' space	\$80.00	\$100.00
12' x 20' space	\$120.00	\$150.00
20' x 20' space	\$170.00	\$200.00
Electricity	\$30.00	\$30.00

### **Stillwater County Chamber of Commerce**

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[www.stillwatercountychamber.com](http://www.stillwatercountychamber.com)

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