



*2010 Spring Expo
Rules and Regulations*

Name: Kirksville Area Chamber of Commerce Spring Expo

Dates: March 26 & March 27, 2010

Hours: Friday, March 26 9:00 a.m. - 4:00 p.m. - Set Up
5:00 p.m. - 7:00 p.m. - Business After Hours
(Sponsored by Peters Heating and Air Conditioning & Hy-Vee Food & Drug Store)

Saturday, March 27 8:00 a.m. - 4:00 p.m. - Open to Public
4:00 p.m. - 6:00 p.m. - Tear Down

Location: NEMO Fairgrounds Multipurpose Building (Hwy. 11 East – Kirksville)

Set Up: Exhibitors may begin set up at 9:00 a.m. on Friday, March 26, 2010. All booths and contents must be in place by 4:00 p.m. For unloading during set up, the large side doors will be opened by the Chamber staff as needed between the hours of 9:00 a.m. and 1:00 p.m. At 1:00 p.m., the large doors will be locked and all unloading must be done through the south entrance. Because of the layout, we strongly suggest all booths be set up as early as possible. In the past years, the wind has been a problem when both large doors are open. Please let the Chamber staff raise the doors and try to be considerate of other exhibitors as you are unloading. Table skirts/cloths must be provided by the exhibitor.

Tear Down: Tear down is from 4:00 p.m. - 6:00 p.m. on Saturday, March 27th.

ABSOLUTELY NO EARLY TEAR DOWNS.

All exhibits must be torn down by 6:00 p.m.

Electricity: Electricity will be available to each exhibitor at no charge. Multiple outlets are available on each row. You will need to bring an extension cord if you need electricity.

Certificate of Insurance: The Expo staff shall not be responsible for loss, theft or damage of or to the property of the exhibitor. The exhibitor waives any claim against the Expo staff for liability, loss or damage to the exhibitors' property.

The exhibitor must present to the Chamber of Commerce a Certificate of Insurance before the date of the Expo. This certificate may be obtained from the exhibitor's insurance agent or you may use the enclosed waiver form.

BAH: Chamber members will get a premier look at the Spring Expo at the March Business After Hours (BAH) from 5:00 - 7:00 p.m., Friday, March 26, sponsored by Hy-Vee Food & Drug and Peters Heating and Air Conditioning. We encourage all exhibitors to enjoy the free food and drinks, but do ask that you keep your booth staffed during the mixer.

Concessions: The Chamber of Commerce will have complimentary coffee and donuts during the set up hours on Friday, March 26, from 9:00 a.m. - 4:00 p.m. The full concession stand, operated by the local Girl Scouts, will be open during the regular Expo hours Saturday.

If you will be serving food samples from your booth, please contact the Chamber immediately and let us know what you are serving. Keep in mind that cooking will not be allowed inside the building if using gas or an open fire. All grilling and cooking of this kind must be done outside. Contact the Chamber if you have any questions.

Admission: Admission to the Spring Expo on Saturday is \$1.00 per person. Each booth will be allowed six exhibitors admitted at no charge. Available at each booth will be six exhibitor badges. Please wear these badges during the Friday night Business After Hours as well as during the Expo Saturday. We realize that some booths will have more than six workers. When a worker is finished with his or her shift, please make sure the incoming worker is given the badge. The announcer's table will be aware of the exhibitors, and there will be no problem entering.

Prizes: Door prizes are one of the Expo's most popular features. We encourage our exhibitors to offer door prizes both at your individual booth and for Expo staff to give away at the announcer's table.

The number and value of the prizes is up to you, but we do ask that you return to the Chamber the enclosed certificates listing your prizes to be given away at the announcer's table. Please list only one prize per certificate. This certificate will be for the winner to bring to your booth or place of business to claim his or her prize.

Door prizes will be given away hourly by the Expo staff from the certificates each exhibitor offers. This will generate traffic to your booth. These announced door prizes should not be delivered to the Chamber or to the announcer's table at the Expo. Please only deliver, fax or mail the completed enclosed certificates to the Chamber office by Friday, March 12th.

You may also want to give away a booth prize (i.e. side of beef, color television, etc.). This is the most effective way of getting a mailing list for your business. If you would like your booth prize announced over the public address system, bring the name of the winner to the announcer's table when you would like it announced. All prizes must be announced by 4:00 p.m. on Saturday, March 27th. We strongly suggest that winners need not be present to win. Let them pick up the item at your place of business.

NOTE: The Chamber of Commerce Board of Directors and the NEMO Fair Association has recommended that during the Expo Saturday, March 27, exhibitors please have their children under control and not let them interfere with other exhibitors while demonstrating and selling their products.

NOTE: Internet access: Please call the Chamber office at 660-665-3766 if you need internet access.

If you have any questions regarding door prizes and rules, please contact the Chamber **before the Expo** at (660) 665-3766.