

EAST CENTRAL BUSINESS & COMMUNITY EXPO
APRIL 10 & 11, 2015

Attention Exhibitors:

The 2015 East Central Business & Community Expo will be held on April 10th and 11th at the Mora Civic Center on the Mora Fairgrounds. In its 32nd year, this home and leisure show is one of the largest in East Central Minnesota.

To reserve a booth in the show, please mail the enclosed application form along with a \$100 deposit per booth. See the enclosed floor plan with pricing details. **RESERVE YOUR SPACE EARLY AS BOOTHS WILL BE ASSIGNED ON A FIRST COME, FIRST SERVED BASIS.**

For 2015, the show hours will be from noon to 8 p.m. on Friday, April 10th, and from 9 a.m. to 2 p.m. on Saturday, April 11th. This year's theme will be "**BACK TO THE FUTURE**". Please take this in any context that you wish! We are planning for some great tech type activities, would like to see many innovative booth concepts. Because our community is moving ahead in this direction – for example our Broadband Community (Kanabec Broadband Initiative), we would like to see what other opportunities lay ahead and share them with you.

We also have a new special where if you recruit a full paying vendor that hasn't exhibited with us within the last two years, we will discount your 2015 booth 10%! Good for you, Good for us, Good for them!

All exhibitors **must** be out of the Civic Center on the 11th after the show (unless other arrangements are made with the Chamber directly). **We ask that all exhibitors to please keep your displays up until the show closes at 2:00pm.**

You will be able to set up at the Civic Center after 2:00pm on Thursday, April 9th. **We ask that all large or complicated displays be set up on Thursday (as the big overhead doors will only be open only on Thursday) unless other arrangements have been worked out with the chamber directly.**

The chamber will once again be offering prizes. We encourage you to conduct your own registration for drawings.

Special advertising of the show will be delivered to well over 20,000 homes in the East Central Minnesota area. Upon request we will send you a poster for display in your business. It will help advertise the event as well as let your customers know that you will be participating in the show. **We encourage you to use your local media to further enhance customer awareness to check out your booth at the show.**

Along with your application, please fill out and send the additional forms enclosed. **One requires you to send us a copy of your Certificate of Liability Insurance naming the Mora Area Chamber of Commerce as an additional insured covering the dates of the Expo.** If you have questions regarding this, please contact your insurance agent. Doing this should not cost you anything. We are also now requiring any food vendors to show proof of valid MN food licensure prior to acceptance into the event.

Enclosed are all the show details and registration information. Please call if you have a large display to be accommodated. Assure yourself of booth space by mailing in your application and deposit today!

If you have any questions, please call us at 320-679-5792.

Sincerely,

Karen Amundson, Executive Director, MACC &
The East Central Business and
Community Expo Committee

Mail to:

Mora Area Chamber of Commerce
17 North Union St., Suite 1
Mora, MN 55051

APPLICATION AND CONTRACT FOR EXHIBIT

This application for exhibit space at the Mora Civic Center on April 10 & 11, 2015, for the East Central Business & Community Expo will become a contract between the Mora Area Chamber of Commerce (herein after called "MACC") and the undersigned representative below (herein after called "Exhibitor") upon acceptance by MACC and is based upon the terms set forth below and on the rules and regulations which must be strictly adhered to by exhibitor, their employees and representatives.

Date _____

List of Products/Service/Brand Name _____

Company Name _____
(I.D. sign will use this name unless otherwise stated)

Address _____

City _____ State _____ ZIP _____ Phone () _____

Email Address: _____

License or Tax ID # _____

Booth Space: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

The Expo Committee does not guarantee that these booth selections will be honored. These choices will be used as a guide for booth placement. Special needs will be considered on an individual basis.

Special requirements to consider when assigning booth _____

Exhibitor Signature _____

Deposit of \$100 per booth (*all booth prices are listed on floor plan layout page*)

Total Cost \$ _____ Deposit \$ _____ Check # _____ Date Recvd. _____

Balance \$ _____ Check # _____ Date Recvd. _____

Please be sure that you consider the maximum electricity & options you've chosen from the options form in this packet and added these to your total cost.

The individual signing this contract warrants that he/she has been duly authorized to execute this binding contract and the exhibitor will continue to fulfill these terms even if said individual ceases to be a part of exhibitor's company. This contract, with the rules and regulations within this packet, constitute the entire agreement between MACC and exhibitor.

Please make all checks payable to:

Mora Area Chamber of Commerce

17 North Union Street, Suite 1

Mora, MN 55051

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OPTIONS RENTAL FORM

<u>OPTION</u>	<u>PRICE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
ELECTRICITY:			
<i><u>Please verify the wattage of each of your appliances, the total of all pieces must be considered. We must have correct information with your application.</u></i>			
Up to 1,000 watts	\$38	x _____	= \$ _____
Over 1,000 & under 2,000 watts	\$54	x _____	= _____
30 Amps and/or 220 volts	\$69	x _____	= _____
Electricity will be used for:	<i><u>Exhibitors must supply your own extension cord(s).</u></i>		
We will be verifying all vendor's electrical usage. Your booth location & amount due may be modified if your electrical usage is determined to differ from what has been specified on this form.			
TABLES:			
Standard Height (30"W x 30"H)			
6 Foot	\$28	x _____	= _____
8 Foot	\$28	x _____	= _____
Counter Height (30"W x 42" H)			
6 Foot	\$28	x _____	= _____
8 Foot	\$28	x _____	= _____
CARPETING:			
10' x 8'	\$35	x _____	= _____
20' x 8'	\$65	x _____	= _____
CHAIRS:			
High Back Stool	\$14	x _____	= _____
Unpadded	\$ 3	x _____	= _____
Padded	\$ 8	x _____	= _____
WASTE BASKET:			
I.D. SIGN:	\$ 5	x _____	= _____
	\$ 8	x _____	= _____
TOTAL OPTIONS = \$ _____			

This form will not be accepted without payment in full for options ordered.

Company Name: _____

Contact Person: _____

Phone: _____

Amount Enclosed: _____

Please make all checks payable to:

Mora Area Chamber of Commerce

17 North Union Street, Suite 1

Mora, MN 55051 (320) 679-5792

RULES & REGULATIONS

DEPOSIT AND PAYMENT TERMS: A **deposit of \$100** per booth **must** be submitted with the "Application and Contract for Exhibit Space". This is a non-refundable deposit after Feb. 15. This contract is non-cancellable and non-assignable. **All monies due must be paid 30 days prior to the show.** If the balance is not paid when due, Exhibitor shall forfeit the exhibit space and all deposits made. If Mora Area Chamber of Commerce (MACC) rejects the application of the Exhibitor, deposit will be promptly refunded. Any legal fees and/or cost of fulfilling terms of this contract are liable to and will be paid by the Exhibitor.

BOOTH LOCATIONS: Spaces are assigned by the Expo Committee, but every effort is made to give Exhibitor his/her preferred location. Space or numbers may be changed by MACC for the benefit of Exhibitors or the event. If, for unseen circumstances, the date or location or the name of event must be changed for the benefit of MACC and the show, this contract will still remain in effect.

LIMITED SPACE: A maximum of 6 booths per exhibitor will be allowed unless Exhibitor is given prior approval by the MACC.

PRODUCTS OR SERVICES: Exhibit will be limited as described on the contract with no subleasing of space. No oral representations, conditions, or promises will be honored unless in writing. All agreements have been incorporated in this document and supersede any oral representation that has been made by either party.

FLOOR COVERING: Exhibitors are encouraged to carpet their booth areas and can either bring their own or order it through the MACC.

WAIVER OF LIABILITY: MACC shall not be responsible for any damage or injury that may happen to the Exhibitor or its agent, employees or property from any course whatsoever except the gross negligence or willful misconduct of MACC or its employees, arising out of MACC duties and responsibilities under this agreement. Exhibitor expressly releases MACC, their directors, officers, agents, and employees from any such loss, damage, or injury.

FOOD & BEVERAGES: No merchandising of food or beverages will be allowed unless given special permission from the MACC. **Current MN food license required & must be on display during event.**

SALES: Merchandise sales are permitted within your designated booth area.

MANNING BOOTH: All booths must be occupied during the Expo open hours. ***Please do not tear down your booth before 2:00 pm on Saturday.** All booths must be out of the Civic Center on the 11th, unless Exhibitor is given prior approval.

BOOTH CONSTRUCTION: Each exhibitor is entitled to a reasonable sight line from the aisle. Therefore, **the front two feet of exhibit space must not have any equipment or display material over 42 inches high.**

OTHER: All plantings, water fountains, etc., must have waterproof plastic materials underneath.

SIGNS: Exhibitors may order identification signs (7" x 44") through the MACC. Only professional signs allowed.

SOUND CONTROL: Sound-emitting equipment will be permitted, but the exhibitor must keep all sound at a level that will not disturb neighboring exhibits.

MACC RIGHTS: The MACC reviews all exhibits and reserves the right to refuse any exhibit, exhibitor, or employee, which in the opinion of the MACC, is not in the best interest of the show.

VIOLATIONS: The Exhibitor shall be bound by the rules and regulations set forth herein and by such additional rules and regulations which may be established by MACC. All matters and questions not covered by the above will be subject to the final judgment and decision by MACC. Any violations by the Exhibitor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and the forfeiture of any monies paid on account thereof upon due notice of such cancellation. MACC shall have the right to take possession of the Exhibitor's space, remove all persons and properties of the Exhibitor and hold the Exhibitor responsible for all risks and expenses incurred in such an event.

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or type	Name of business selling or exhibiting at event _____ Minnesota tax ID number _____		
	Seller's complete address _____	City _____	State _____ Zip code _____
	Name of person or group organizing event Mora Area Chamber of Commerce		
	Name and location of event East Central Business & Community Expo, Kanabec County Fairgrounds, Mora, MN		
	Date(s) of event April 10 & 11, 2015		
Merchandise sold	Describe the type of merchandise you plan to sell. _____ _____ _____		
Sales tax exemption information	Complete this section if you are not required to have a Minnesota tax ID number. <input type="checkbox"/> I am selling only nontaxable items. <input type="checkbox"/> I am not making any sales at the event. <input type="checkbox"/> I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. <input type="checkbox"/> This is a nonprofit organization that meets the exemption requirements described below: _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (MS 297A.70, subd. 13[a][4]). _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year (MS 297A.70, subd. 13[b][1]). _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.		

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller _____

Print name here _____

Date _____

Daytime phone _____

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PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.