



Caring Communities

Health EXPO CONTRACT RULES & REGULATIONS



Saturday, October 11, 2008 9 am – 2 pm Cuyahoga Falls Natatorium

Exhibitors are strictly limited to any professionals in the health and wellness fields only – to be determined by the Health Expo Committee

REGISTRATION/SET UP

Friday, October 10th from 5 pm to 7 pm - Community Room

Saturday, October 11th from 7:00 am to 8:30 am - Community Room

Booths not set up by 8:30 am the day of the Expo will forfeit space and refunds will not be given.

TEAR DOWN

Saturday, October 11th, at 2:00 pm (no earlier)

RULES AND REGULATIONS:

- The Community Health Expo Committee reserves the right to decline or prohibit any exhibit, or part of exhibit, which is not in keeping with or is detrimental to the character and spirit of the show. *Exhibitors are strictly limited to any professionals in the health and wellness fields only – to be determined by the Health Expo Committee*
- All exhibitors will promote their business/organization from their assigned exhibit booth/table space only. Any activity at your booth/table space must fit within the space. Aisles must be kept clean and clear. The Health Expo Committee has the final determination this.
- You may purchase refreshments at the Natatorium. Each Exhibitor is responsible for their refreshments. Please no eating at your exhibit space. Drinks are ok.
- Please use the trash receptacles provided to dispose of all trash. YOU are responsible for keeping your area clean.
- The fastening of materials to building walls, ceilings, floor or columns is **expressly prohibited**. Any exhibitor with an interactive display with the public will be required to supply advance proof of liability insurance to the Health Expo Committee.
- This Expo is for Display purposes only. The exchange of money is **expressly prohibited**. Orders may be taken. The EXPO is for the display and promotion of your wares, goods and services only. Exceptions are for Health Expo Committee approved Health Screenings.
- Consider offering a door prize at your booth. If you would like to do this you would be responsible to provide a door prize, receptacle and entry blanks for this. The drawing will take place at approximately 1 pm at the main podium. All exhibitors are welcome to participate in this.
- **NO SMOKING IS PERMITTED IN THE NATATORIUM OR ON THE GROUNDS – This is a non-smoking campus.**
- All other rules that apply to any visitor at the Natatorium also apply to all Expo exhibitors and visitors.
- **Parking and unloading your vehicle:** Please unload your vehicle out side of the EAST entrance of the Natatorium (facing City Hall Building) the doors are marked Conference and Banquet Center Entrance. Then promptly move your car from the unloading area. **EVENT DAY PARKING:** Park across the street in City parking lot on Oakwood/Third Street.

BOOTH SIZE/TABLE COVERS/ELECTRIC:

- Each exhibitor is given an **approximate 8' x 4' space /with a 6' x 2-1/2' table**. Two chairs are provided.
- Please be courteous of your space and your neighbor's space.
- White plastic skirting/table covers may be purchased with advance reservation for a \$25 cost. A few sets will be available at the exhibitor set up and will sell out. It is best to call ahead and reserve a set. 330-929-6756.
- It is required that all exhibitor tables must be covered for the Expo. This is your responsibility.
- Electricity WILL NOT be available at the EXPO, UNLESS requested PRIOR to the Expo.
- Any unauthorized use of electric without advance reservations you will be assessed a \$25 fee that you will be responsible for.
- Exhibitors are prohibited from using household extension cords. Only 14 gauge extension cords or power strips with surge protection will be permitted.

TEAR DOWN TIME - Saturday, October 11th at 2:00 pm (no earlier)

- Tearing down early may result in exhibitor not being permitted to participate the following year.
- You will have one (1) hour for tear down, any items left after this time will be disposed of. 2 pm – 3 pm day of the Expo.
- We or the Natatorium will not be responsible for any lost items or items left behind at the Expo.

SECURITY & LIABILITY:

- Security is not provided. However, neither the Natatorium, nor the Cuyahoga Falls Chamber of Commerce/Stow-Munroe Falls Chamber of Commerce will be responsible for any loss, damage, injury or theft that may occur to the exhibitor or their employees or property, from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract.
- The exhibitor upon signing the contract expressly releases all claims for loss, damage or injury.
- Any damage to the exhibit hall/community room due to the carelessness of an exhibitor will be the responsibility of the exhibitor.

AMPLIFICATION:

- The use of recording, slides or other audio-visual equipment is allowed from your booth/table.
- Please keep the volume of any such devices at a level that does not exceed that of normal conversation.

SHARING/SUBLETTING OF SPACE:

- Only paid exhibitors whose name is on the signed contract may promote their business from an exhibit space.
- Event policy strictly prohibits the resale or subletting of exhibit space.
- Exhibitors may only display merchandise regularly sold by them and listed on the official registration form/contract.

MATTERS NOT COVERED:

- The Cuyahoga Falls Chamber of Commerce/Stow-Munroe Falls Chamber of Commerce EXPO Committee reserves the right to rule on all matters pertaining to the show, whether expressly mentioned or not.
- The exhibitor, by signing the contract below, agrees that all rulings on pages 1-2 shall be binding upon both the exhibitor and the Cuyahoga Falls Chamber of Commerce/Stow-Munroe Falls Chamber of Commerce.

➡ THIS SECTION MUST BE COMPLETED AND TURNED IN WITH THE EXPO APPLICATION

Rules and Regulations /Health Expo CONTRACT:

- By signing this contract you and your company agree to the Expo Rules and Regulations on pages 1-2.
- Please sign and mail or fax to the Cuyahoga Falls Chamber of Commerce by Friday, October 1, 2008 at 12:00 noon.
- All exhibitors must sign this contract (and the application) and be pre-paid by Friday, October 1, 2008 at 12:00 noon to be able to participate in the Expo. No exceptions.
- *Exhibitors are strictly limited to any professionals in the health and wellness fields only – to be determined by the Health Expo Committee*

Please provide a short description of your business and any services you plan to provide at the Expo:

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|---------------------------------|
| Name _____ |
| Company _____ |
| Cell Phone # _____ E-Mail _____ |
| Signature _____ |
| Date _____ |

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