



## Exhibitor Rules & Regulations

- Location:** Mosinee Elementary School, 600 12th Street, Mosinee, WI 54455
- Date & Hours:** Saturday, March 17, 2018 9:00 A.M. to 3:00 P.M.
- Exhibit Details:** Gym Exhibit spaces are 10 Feet Wide x 10 Feet Deep  
Hallway Spaces are 10 Feet Wide x 5 Feet Deep
- Exhibit Rate:** All Exhibit Spaces \$45.00 - Chamber Members \$25.00
- New Exhibitors:** First time exhibitors must submit photos with contract to be considered. Handcrafted items will be given top priority.
- Accessories:** 6 Foot Tables \$20.00. No Chairs are provided. Use of your own tables & chairs is permitted and encouraged. There is a limited supply and are available on a first come, first serve basis.
- Electricity:** Electricity is extremely limited and must be requested in advance. It is secured on a first come basis. You must supply your own extension cords.
- Reserving Space:** The investment to participate in this event is based on the number of exhibit space requested. To reserve exhibit space, full payment and contract is accepted on a First Come Basis.
- Payment Methods:** Business, Certified or Personal Checks, as well as Discover, Master Card and Visa Credit Cards are acceptable forms of payments.
- Move In:** Saturday, March 17, 2018 6:00 A.M. to 8:30 A.M. All exhibits must be assembled by 9:00 A.M. **No early set-ups.**
- Move Out:** Move out will begin at 3:00 P.M. and continue until 5:00 P.M. on Saturday, March 17, 2018.
- Security:** Your company's personnel will be responsible for the security of your exhibit and personal items and you are to be at your booth throughout the event.
- Selling:** This is a selling event. The acceptance of payment for goods, services or the receipt of a deposit for future service or products is encouraged. Exhibitor is responsible for reporting & payment of all taxes collected.
- Confirmation:** Confirmation of acceptance will be sent via e-mail prior to the event. If you do not have e-mail, confirmation will be made via a phone call. Please notify the Chamber if your contact information changes.

Mosinee Area Chamber of Commerce, Inc has final decision regarding acceptance or denial of exhibits. Booth subletting is not allowed. All show decisions including booth location are made by the Mosinee Area Chamber of Commerce, Inc. No protrusion of booths, exhibits, chairs, etc. in aisles. **No early tear downs.**

By signing this agreement you and your organization agrees to indemnify, save, keep harmless and defend Mosinee Area Chamber of Commerce, Inc, Mosinee School District and its directors, officers, employees and agents, against any and all liability claims, costs of whatever kind and nature, for injury to or death of any person or persons and for loss and damage to any property occurring in connection, or in any way incident to, or arising out of, or in connection with the activities contemplated by this contract unless caused by the intentional or grossly negligent acts or omissions of Mosinee Area Chamber of Commerce, Inc., its employees, agents or representatives.

This contract is not valid until accepted in writing by Mosinee Area Chamber of Commerce, Inc. **Full payment per booth must accompany all contracts. Vendors must supply your own tables and chairs.** No refunds will be given for no shows. Fees will be refunded, less a \$20.00 service charge, if booth(s) are cancelled before Feb 17, 2018. No fees will be returned if booth(s) are cancelled within the last four weeks prior to the show (February 17 - March 17, 2018). **NOTE: Cancellations may be done by phone but no monies will be returned until confirmed in writing.**

*Our Mission: Serving, representing, and enhancing, business growth and success while promoting community development to improve the overall quality of life in our region.*



## Spring Craft & Small Business Show 2018 Exhibitor Contract

Business Name \_\_\_\_\_ Date \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of items to be sold \_\_\_\_\_

I am requesting a space in the following area:

I will need \_\_\_ 10' X 10' booths at \$45.00 per space. (Chamber members \$25.00) \$ \_\_\_\_\_

I will need \_\_\_ 10' x 5' Hallway Booth at \$45.00 per space (Chamber members \$25.00) \$ \_\_\_\_\_

I will need \_\_\_ 6' tables at \$20.00 each- chairs not included \$ \_\_\_\_\_

I will need electricity - Very limited first come basis Yes or No

Total Due Enclosed \$ \_\_\_\_\_

Signature \_\_\_\_\_

*New exhibitors, please submit pictures.*

### **Please complete the following only if paying by Credit Card - Will include \$2.00 transaction fee**

Amex \_\_\_ Discover \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_

Three numbers on back of card \_\_\_\_\_ Signature \_\_\_\_\_ Print Same Name \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Card Holder Address \_\_\_\_\_ Zip Code \_\_\_\_\_

All payments are made payable to: Mosinee Area Chamber of Commerce, Inc.,  
201 Main Street, Mosinee WI 54455

### OFFICE USE ONLY

Received \_\_\_\_\_ Payment \_\_\_\_\_

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