



2017 Home & Business Expo

Saturday, August 26
10 a.m. to 3 p.m.
at The Mall at Sierra Vista



Contract for exhibit space

Business Name	Product / Service
Address	Primary contact #
Email	Representative

Vendor fee includes:

Pipe & Drape, 6-foot table & 2 chairs, skirted tablecloth. Wi-fi available to all vendors. Limit 2 booths per vendor.

Extensive event marketing campaign through the Sierra Vista Herald, Cherry Creek Media, and the Chamber.

Please choose from **ONE** of the following options:

8'x5' Booth - \$195 <input type="checkbox"/> Standard booth <input type="checkbox"/> Additional Booth (add \$145) <input type="checkbox"/> Request electricity (included in booth fee)	Booth with Sierra Vista Herald special Expo publication package (limited to 21 vendors, first come first serve) <input type="checkbox"/> 8'x5' - (see attached sheet for advertising options) <input type="checkbox"/> Additional 8'x5' booth (add \$145) <input type="checkbox"/> 12' x 12' - (see attached sheet for advertising options) <input type="checkbox"/> Request electricity (included in booth fee)
12' x 12' Booth - \$250 <input type="checkbox"/> Standard booth <input type="checkbox"/> Request electricity (included in booth fee)	Booth with Cherry Creek Media package <input type="checkbox"/> 8'x5' - (see attached sheet for details) <input type="checkbox"/> Additional 8'x5' booth (add \$145) <input type="checkbox"/> 12' x 12' - (see attached sheet for details) <input type="checkbox"/> Request electricity (included in booth fee)
Please note: If you choose a booth with an advertising package, a representative from the Herald and/or Cherry Creek Media will contact you separately.	Booth with Herald & Cherry Creek Media package <input type="checkbox"/> 8'x5' <input type="checkbox"/> Additional 8' x 5' booth (add \$145) <input type="checkbox"/> 12'x12' <input type="checkbox"/> Request electricity (included in fee)

Please note: As per The Mall at Sierra Vista policy, we cannot accept political vendors

Payment Method: For office use only

Cash Check Credit Card Square

Booth Total: \$ *(advertising cost will be billed separately by the Herald and/or Cherry Creek Media)*

I agree that:

- All provisions of the 2017 Home & Business Expo schedule, rules and regulations, and electrical service order form shall be a part of this contract.
- Payment in full is due before space is reserved.
- All fees are non-refundable and due upon registration.
- I have read, understand, and will comply with the rules and regulations, as will all those involved with my booth.
- I agree to hold the Sierra Vista Area Chamber and its officers and employees harmless for any injury to any employee or customer during the 2017 Home & Business Expo.

Signature: _____

Sierra Vista Area Chamber
21 E. Wilcox Drive
Sierra Vista, AZ 85635
(520) 458-6940

2017 Home & Business Expo

Rules & Regulation

- The Sierra Vista Area Chamber of Commerce's 2017 Home & Business Expo will be hosted by The Mall at Sierra Vista and booth space is available to Chamber members ONLY. All booths are to be staffed Chamber members only. Mall policy will not permit political vendors.
- Requests for location of booth will NOT be guaranteed.
- Registrations will be accepted on a first come, first serve basis. If we reach our maximum number of vendors, we will establish a waiting list for any additional space that becomes available. Additional space will be allocated on a first come, first serve basis.
- **Registration Deadline: The final date for all registrations is Friday, August 11th by 4 p.m.**
- **Payment:** Full payment is required to complete the registration and reserve your booth space. You must be a member in good standing at the time of registration (membership dues paid up to date).
- **Set up & Break Down:** Exhibitor set up will be the morning of Saturday, August 26, between 8 a.m. and 9:30 a.m. All booths should be set up by 9:45 a.m.
- **If you have requested electricity, please bring your own extension cord and power strip.**
- Free wi-fi will be available to all exhibitors.
- The advertised hours to the general public for this event are 10 a.m. until 3 p.m. **Please do not break down your booth before 3 p.m.**
- Exhibitors are encouraged to personalize their booth, within the limits of safety and rights of privacy. Booth spaces are 8' wide by 5' deep, or 12' wide x 12' feet deep. Each booth will have pipe and drape, and includes a 6' table, tablecloth and two chairs.
- Tents can only be used if you purchased a 12'x12' space.
- Exhibitors are encouraged to offer promotional hand outs and giveaways. Soliciting is prohibited and exhibitors must stay within arm's length of their booth when approaching potential customers.
- The Chamber is not responsible for inclement weather and/or any damage related to weather.
- **Food Vendors:** All food vendors must obtain a 24-hour permit from the Cochise County Health Department prior to the event. Please call (520) 803-3900 for more information regarding permit. While using "sterno" warmers food vendors are required to have a fire extinguisher in their booth.
- For further details and questions call the Chamber at (520) 458-6940.

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