

*The Greater Centralia Chamber of Commerce
Presents*

Early Bird Registration
Receive a \$25.00 discount if received by
December 15, 2016

Home, Garden, & Business Expo 2017

Sat. & Sun., February 18-19

Centralia Recreation Complex, Centralia, IL

Exhibit at the Home, Garden, & Business Expo 2017!

The Greater Centralia Chamber of Commerce will hold its 13th annual trade show, **Home, Garden & Business Expo**, on **Saturday and Sunday, February 18-19, 2017** at the **Centralia Recreation Complex**.

Exhibitors will be sharing ideas, networking, meeting new customers, gaining exposure, introducing new products and building bonds that lead to business growth.

**This is your opportunity to
grow your business.**

Here are just a few of the reasons why organizations should exhibit at the **Home, Garden, & Business Expo**:

- Exhibiting offers an opportunity to promote your business in a cost-effective way.
- Introduce your business to decision makers face to face.
- Generate sales leads and build mailing lists.
- The Expo provides the business community a venue to showcase new products and services, find new customers and clients, and network with existing customers.

Reserve Your Booth Today ... Here's How

The Expo takes place from 9:00 a.m. to 4:00 p.m. on Saturday, and 11:00 a.m. to 4:00 p.m. on Sunday.

Review the layout and determine the space needed. Booths are sold on a first-come, first-served basis. If the location(s) you select are taken, we will assign the next best location.

Complete the **Registration Form** and return it with your deposit. **A 50% down payment is required to reserve booth space.** Booth space is expected to fill up quickly so exhibitors are urged to reserve their booth(s) as soon as possible.

For more information, email the Chamber,
gccoc@centraliail.com - Phone us at
(618) 532-6789 or go to www.centraliail.com
to

Download an application online.

Exhibitor Schedule

Friday – February 17, 2017

5:00 - 7:00 p.m.- Exhibitor Set-up

Saturday – February 18, 2017

7:30 - 9:00 a.m. - Exhibitors Final Set-Up

9:00 a.m. – Expo Opens

4:00 p.m. - Expo Closes

Sunday – February 19, 2017

9:30 - 10:30 a.m. - Exhibitors Set-Up

11:00 a.m. - Expo Floor Opens

4:00 p.m. - Expo Closes

4:15 p.m. – 6:00 p.m. - Exhibitor Teardown

The Greater Centralia Chamber of Commerce

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This application, and its terms and conditions as printed in this brochure, serve as a Contract Agreement between the Exhibitor and The Greater Centralia Chamber of Commerce. Please print all information clearly. *The business contact information you list will be listed in the show program unless other information is provided to The Chamber by the exhibitor.*

COMPANY _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

E-MAIL _____ WEB SITE _____

PREFERRED METHOD OF CORRESPONDENCE _____ FAX _____ E-MAIL _____ US MAIL _____



Avoid being placed next to your competitor. Provide a clear description of products, services and brand names to be displayed in your exhibit.

TERMS & CONDITIONS

- Exhibitors must adhere to the rules and regulations set forth by The Greater Centralia Chamber of Commerce (GCCOC) and The Centralia Recreation Complex, and must also comply with all applicable federal, state and local laws.
- Exhibitors violating any regulation may be excluded from future Expositions.
- Exhibitors must carry off-premises general liability insurance to cover any damage, theft or vandalism to merchandise and/or equipment. A certificate of this coverage should be provided to GCCOC.
- Subletting or sharing exhibit space is not permitted unless approved in advanced by GCCOC.
- Advance shipments from exhibitors are not allowed.
- **No displays are to be dismantled prior to the official closing time.**
- All motorized vehicles and larger equipment must use an outdoor exhibit space unless approved by the GCCOC to be inside.
- All merchandise that is on the Exposition premises is at exhibitor's reparability and risk.
- Nothing shall be posted, tacked, nailed or otherwise affixed to the walls, floors or other parts of the Recreation Complex facility. No tape, markers or paint are allowed on the floor of The Complex.
- **No helium balloons** allowed in the main Expo areas. A \$50 fine per violation will be passed on to exhibiting or sponsoring company for each balloon that becomes air-born.
- Any free food or beverage dispensed by an exhibiting company must be sample size only – bite-sized or 2 fluid oz. Any distribution of samples must be conducted entirely within the exhibitor's designated booth space.
- No cartons, boxes or crates may be stored in the booth area, aisles or exits during Expo hours.
- Aisle space may not be used for exhibit demonstration, displays of signs, solicitation or other promotional material.
- All booths must be properly staffed whenever the Expo is open.
- GCCOC reserves the right to accept or reject any application for exhibit space; to assign or reassign exhibit space as deemed appropriate to the best interest of the show; to govern the construction, arrangement and appearance of exhibitor displays; and to control or prohibit any exhibit deemed not appropriate.
- All matters and questions not covered by the preceding terms and conditions are subject to the decision of the GCCOC.
- GCCOC shall have sole authority to interpret and enforce terms and conditions; and to make any amendments as shall be necessary for the orderly conduct of the Expo.

The Greater Centralia Chamber of Commerce

Home, Garden, & Business Expo 2017 ~ February 18-19

Centralia Recreation Complex, Centralia, IL

The Greater Centralia Chamber of Commerce, 130 S. Locust St., Centralia, IL 62801
(618)-532-6789 ~ (888)-533-2600 ~ gccoc@centraliail.com ~ www.centraliail.com

INSIDE EXHIBIT BOOTH FEES

EXHIBITOR COMPANY

NAME: _____

Pricing for Inside Booths Includes: 10' x 10' booth, drapes (back & sides), 6' skirted table, 2 chairs

Table with 4 columns: # OF EXHIBIT SPACES, MEMBER COST, NON-MEMBER COST, AMOUNT DUE. Rows for 1, 2, and 3 booths.

For more than 4 booths, call for special pricing. Contact The Chamber at (618) 532-6789

Preference #1 Preference #2 Preference #3 Preference #4
(Please indicate your preference for exhibit location (SEE MAP ON BACK). Locations are assigned with 50% payment.)

I will need ONE table & 2 chairs I DO NOT need a table. I DO NOT need Chairs
Other: If you need more than one table you will need to provide it due to availability of extra tables.

(Please specify) I NEED Electric hook-up I DO NOT NEED Electric

Electricity Needs - Cost for 1 electrical connection is \$15.00.

For exhibitors requiring electricity - it must be ordered at the time of registration. Some booth locations may not be accessible to electric. We will notify you if the booth you have requested cannot have electric. Please refer to the floor layout map. Exhibitors must provide their own extensions cords for 110 hook up.

OUTSIDE EXHIBIT BOOTH FEES

A limited number of outdoor exhibit spaces will be available on a first come, first served basis. Outdoor spaces are for vehicles, sheds, large lawn equipment, or items not suitable for indoors. Spaces will be located in the parking area or as designated by the organizer. It is the responsibility of the vendor to provide security at all times for outside booths. This area will be roped off to traffic. Electricity will not be available for outdoor exhibits.

Table with 4 columns: # OF OUTDOOR EXHIBIT SPACES, MEMBER COST, NON-MEMBER COST, AMOUNT DUE. Includes row for parking lot vehicle spaces.

PAYMENT TERMS

A 50% down payment is required to reserve booth space. Payment in full must be received by February 1, 2017 or space will be reassigned or cancelled. Exhibit space cancelled on or after January 15 is non-refundable. Exhibitors will be assessed a \$75.00 processing fee for cancellations before January 15, 2017.

Payment Options:

Please reserve Booth space(s) in the Amt. of \$ plus add electric fee \$ = \$ *total due.
* Receive an "early bird" registration discount of -\$25.00 if received by December 15th for an adjusted total due of \$.

Deposit of 50% Amt. enclosed \$ Total Amt. in full enclosed \$ Balance Due \$

Please make check, money order or cashiers check made payable to The Centralia Chamber of Commerce.

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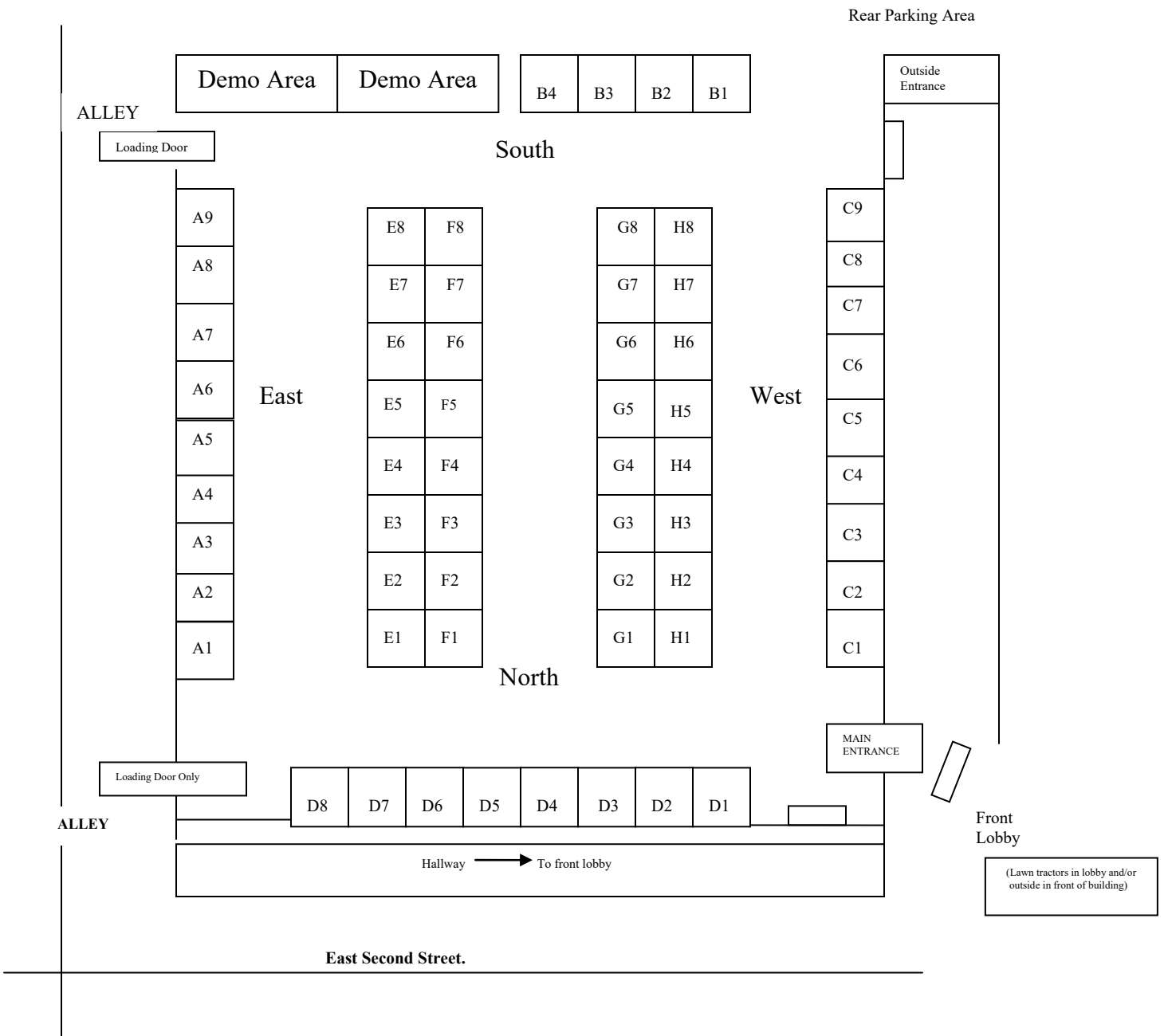
Centralia Recreation Complex, Centralia, IL

Exhibiting company listed above agrees to be solely responsible for any claims arising out of the negligence of its own officers, agents and employees and to indemnify and save harmless The Greater Centralia Chamber of Commerce from any such claim or claims. The above exhibiting company also agrees to provide its own general liability insurance coverage and to provide in addition thereto worker's compensation, vehicle premises and products liability for the exposition. It is also very important that the "Terms and Conditions" within this brochure be read by the person authorized to sign this Contract Agreement. By signing below, you are confirming that you have read, understood and agreed to the indemnification clause above and to the "Terms and Conditions" as written in this brochure.

Signature _____ Title _____

Mail application and payment to:
The Greater Centralia Chamber of Commerce
130 S. Locust St., Centralia, IL 62801

**Due to time restraints, we cannot invoice
for booth space. Payment must be made by check, or
money order with registration form.**



Tentative Floor Plan

Centralia Recreation Complex GYM
 115 E. Second St., Centralia, IL

Unloading is through the east doors from the alleyway or from the back of the facility or from the front of the facility.

***Extra Wide unloading** door is through the SOUTH DOOR ONLY (rear of the bldg.)

*Please check to make sure of the width available through this door.

You will be notified which entrance is closest to your booth for loading and unloading

ALL VENDORS SHOULD PARK IN THE REAR OF THE COMPLEX
 AFTER UNLOADING OR IN THE CITY PARKING LOT TO THE
 EAST OF THE BUILDING.

Please do not park in the front parking areas of the Complex!
 This is for VISITORS to the EXPO