

The Currituck Chamber of Commerce

Co-Hosted by:

The Home Builders Association of Northeast North Carolina



Presents

The 14th Annual

Currituck Business Expo & Home Show

Showcasing the Merchants and Professionals of NENC

Set Up

Friday March 6th at 5:00 PM

Business Expo & Home Show

Saturday March 7th 10:00 a.m. – 3:00 p.m.

Currituck County High School

Barco, NC

Don't miss out on the opportunity to showcase NENC's Finest!

Sign Up Today!

EXHIBITOR'S CONTRACT

Please complete the registration form below and the exhibit space information on the back of this sheet to reserve your space **NOW!** Booths are filled on a first come first served basis. All information is required for registration. Booth reservations must be made by **February 26th, 2015!**

Name of Company /Organization: _____

Contact Person: _____

Phone Number: _____ Fax: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____ Website: _____

****PLEASE NOTE THAT ALL EXHIBITORS ARE RESPONSIBLE FOR DONATING ONE DOOR PRIZE***

Please choose a booth size from the below list (circle one)

Booth spaces include a 6' table, tablecloth and skirt, 2 chairs, backdrop, side curtains, and a sign with your company name on it.

EXHIBIT SPACES DO NOT INCLUDE ELECTRICAL HOOKUP: there is an additional charge for this service (see electrical hook-up below)

Deadline for Sponsorship is February 20th, 2015

- A. ***\$1000 Gold Sponsorship:*** 20x8 Booth Space, special recognition, and logo in program, name on banner and listing in all media and advertising.
- B. ***\$500 Silver Sponsorship:*** 10x8 Booth Space, special recognition, and logo in program, name on banner and listing in all media and advertising.
- C. ***10x8 Booth Space:*** Chamber Member-\$200 Non-Chamber Member-\$400 Non-Profit-501C3/Government/School-\$150
- D. ***20x8 Booth Space:*** (comes with 2 tables and 4 chairs) Chamber Member-\$400 Non-Chamber Member-\$800 Non-Profit-501C3/Government/School-\$200
- E. ***10x8 Table Space:*** (no backdrop or sides) Chamber Member-\$75 Non-Chamber Member-\$150 Non-Profit-501C3/Government/School-\$50

Electrical Hook-Up: \$25 (***circle here if requested***)

You must provide your own extension cord or surge protector!!

*Please note: There is a limited number of electrical outlets and will be provided on first come first served basis. No cords will be allowed across the walkways.

Booths and tables are assigned on a first come first served basis and based on electrical and other special needs. Priority placement is given to Sponsors and Chamber members as needed.

Payment Information:

Cost of Booth space:\$_____Electricity:\$_____Total Due:\$_____

() Payment Enclosed: Cash_____Check_____

() Please Bill Our Corporate

Office:_____

() Charge My Credit Card: MasterCard Visa Discover American Express

Card

Number:_____Exp._____

Security Code_____

Name on

Card:_____

Billing

Address:_____

Signature:_____

Please complete the following to confirm your registration:

- A. We will be donating the following as a door prize:_____
 - B. We would like to volunteer at the Expo, please have someone contact us:
YES NO
 - C. We will have job applications available: YES NO
If yes: May we give your business name to the Northeastern Workforce dev. Board so they can contact you list your job opening on their website free of charge? YES NO
 - D. Any other special requests:_____
- I have read and understand all exhibitors will be subject to the enclosed rules and regulations.

Authorized

Signature:_____

The exhibitor agrees that upon acceptance, this application shall be deemed to form a binding contract between the exhibitor and the organizer and the exhibitor agrees to abide by the terms set forth. This contract is deemed binding, and payment is non-refundable.

Please retain the following information for your reference

1. Applications for booth space Must be received by February 26th, 2015. Applications will be processed on a first come, first served basis. Please note that booth spaces sell out early!
2. Full payment or authorization to bill to corporate office is due with application.
3. Exhibitors **may not sublease or share** their booth space.
4. The exhibitor must conduct all activities within their assigned booth space. Raffle tickets, ect. May not be sold outside of the exhibitor's booth. A representative for the exhibitor should be on duty at all times during the hours of the show.
5. Exhibitors are prohibited from affixing items to the walls or floors. Please use care when moving item, so as not to damage the floor.
6. Set up time for Friday March 6th will be at 5pm.
7. ***Exhibitors may not break down their booth before 3pm! Any exhibitors who do will not be invited back the following year.***
8. The Chamber reserves the right to limit the number of vendors in a particular category or franchise.
9. The Chamber will not be responsible for the safety of the exhibitor's property from theft, damage fire, accident, conditions of the exhibit building, acts of third parties or other causes. The Chamber will, however, use reasonable care to protect the exhibitor against damage. It is agreed that the exhibitor will defend, indemnify and hold harmless the Chamber, it's agents and employees and the owners of the exhibit for any claims made against them for damages, including bodily injury or death, which may arise out of the exhibitor's use of the premises.
10. Arrangements not covered specifically by the preceding Rules and Regulations should be agreed to in writing with the Chamber.

Rules regarding sales, gifts and favors:

1. The Exhibitor will be allowed to distribute giveaways, sell items, take orders, plan follow up calls, perform demonstrations and secure names and addresses for mailing purposes.
2. If you will be selling items at your booth, please be aware you are required by NC State Law to follow sales tax guidelines.

Cancellation Policy:

Written notice of cancelation is required. Funds will not be transferred to future events.
Through February 1: 50% refund; NO refunds after February 12th, 2015

Thank You in Advance!

Please contact the Chamber office if you should have any questions.

Phone: 252-453-9497 Fax: 252-453-2349 Email: mary@currituckchamber.org

You may mail your form back to:
Currituck Chamber of Commerce
PO Box 937, Moyock, NC 27958