



# 2023 EXPO EXHIBITOR CONTRACT

## THE LARGEST BUSINESS EXPO IN NORTHWEST NJ

### THE SUSSEX COUNTY CHAMBER OF COMMERCE

# 31st ANNUAL BUSINESS EXPO

Thursday, JUNE 1, 2023 from 4-7 PM  
Sussex County Fairgrounds - Augusta, NJ

**EXHIBITORS:** To ensure a rewarding trade show experience, please read the rules and regulations attached to this contract as signature indicates agreement to abide by them. Space is limited and assigned on a first-come, first-served basis. Chamber members receive first priority. Non-members may be accepted if space permits. Payment in full required with registration. There is a strict NO REFUND policy for this event.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Set up time is 11:00 a.m. - 3:00 p.m. Please provide the name and contact information of person responsible for exhibit setup in the event that setup has not begun by 2:30 p.m. Doors open to the general public from 4-7 pm.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

License Plate Number \_\_\_\_\_ Email \_\_\_\_\_

### EXHIBIT SPACE INFORMATION

Exhibit Space Cost	Description of Contracted Space
<input type="checkbox"/> <b>Display Table - MEMBER RATE</b> _____ Member Commercial Business.....\$250 _____ Member Charitable non-profit (501C3).....\$225  <input type="checkbox"/> <b>Display Table - ALL NON-MEMBERS.....\$350</b>	Space includes 6-foot table and 2 chairs. No floor or wall space. No easels or floor displays. No electric. If wall space, 8-foot table, or electric is required, choose the next category: <b>Free-Standing Display</b> .  <ul style="list-style-type: none"> <li>• All exhibitors must bring their own table cover.</li> <li>• NO ELECTRIC is available with Display Table space.</li> </ul>
<input type="checkbox"/> <b>Free-Standing Display - MEMBER RATE</b> _____ Member Commercial Business.....\$300 _____ Member Charitable non-profit (501C3).....\$275  <input type="checkbox"/> <b>Free-Standing Display - ALL NON-MEMBERS.....\$400</b>  <b>IMPORTANT NOTE:</b> There is an additional fee of \$50.00 for electric. Electric is ONLY available for Free Standing Displays.	
	Approximately 8 feet wide, including floor space (maximum 4 feet depth). 8-foot table and two chairs also included if needed.  <input type="checkbox"/> Exhibitor needs an 8-foot table. <input type="checkbox"/> Exhibitor requires wall space (only available with this category and availability is limited). <input type="checkbox"/> Exhibitor requires electric. <b>There is an ADDITIONAL FEE OF \$50 for electric. Electric is ONLY available for Free Standing Displays.</b> Exhibitor must provide extension cord.  <ul style="list-style-type: none"> <li>• All exhibitors must bring their own table cover.</li> </ul>

**TOTAL AMOUNT ENCLOSED: Space + Electric (if applicable): \$** \_\_\_\_\_

• **IMPORTANT! DESCRIPTION OF PRODUCTS/SERVICES TO BE EXHIBITED** (if contracting for a freestanding space, you must provide a drawing of display with dimensions): \_\_\_\_\_

• **THE CHAMBER REQUESTS AND STRONGLY RECOMMENDS** that exhibitors provide a door prize (value of \$50 or more) and a "Show Special Offer" to Expo attendees. Preferred special offers include discounts or value-added offers not typically available. Both the door prize and special offer will be listed on the Expo webpage and may also be included in event advertising. Please attach the details of your door prize and special offer.

Please return this signed contract by mail, email, or fax. Payment can be made online or by check payable to Sussex County Chamber of Commerce and mailed to 120 Hampton House Road, Newton, NJ 07860. Space assignments are not made until full payment is received. **No cancellations will be issued once contracts are received by the Sussex County Chamber of Commerce.** The Chamber reserves the right to assign all show space and relocate space in the best interest of the show. I hereby certify that I am authorized to act on behalf of the forenamed company and I agree to abide by all EXPO Rules and Regulations, as described in the RULES AND REGULATIONS enclosed and part of this contract.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EXPO 2023 RULES AND REGULATIONS

The Sussex County Chamber of Commerce, hereinafter referred to as "Host," hosts EXPO and acts as the agent to provide trade show management services. These contract terms are for the mutual benefit and protection of exhibitors, attendees, and the Host. These rules and regulations are made a part of the EXPO Exhibitor Contract.

**Character of Exhibits:** Host may rent space for any exhibit of interest to business and industry or of educational value. The general rule of the exhibit floor is "be a good neighbor." All exhibits must be constructed, designed, and operated in good taste and in accordance with the best interest of EXPO, which the Host, in its sole discretion, shall have the right to decide. All publicity, sales and promotional activities conducted by the Exhibitor must be confined to this space. Use of public address systems (without Host approval), extra signage outside of the exhibit space (without payment for an additional exhibit space), games of chance and carnival tactics are not allowed. Distribution of any souvenirs, printed matter or other articles by the exhibitor shall be restricted to the space occupied by the exhibit unless expressly permitted by the Host. The Host, in its sole discretion, may prohibit any activity whatsoever it determines to be detrimental and not in the best interest of EXPO.

**Standard Booth Equipment:** The cost of the exhibit space includes a table and two chairs.

**Cancellation of Contract:** No cancellation or refunds will be issued once contracts are received by the Host. Signed contracts are considered commitments to pay even if payment does not accompany the contract.

**Failure to Hold EXPO:** In the event EXPO is cancelled because of reasons beyond the control of the Host, space rental fees already paid will be returned to Exhibitors on a pro rata basis, after all EXPO expenses incurred by the Host through the date of cancellation have been met plus an administrative fee and overhead charges. However, Exhibitors will not be reimbursed if EXPO is cancelled, postponed, or abandoned due to an act of war, insurrection, radioactive contamination, seepage, pollution, pandemic, or contamination.

**Force Majeure:** In the event the Sussex County Fairgrounds or any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause of agency over which the Host has no control, or should Host decide that because of any such cause it is necessary to cancel, postpone, or re-site EXPO, or reduce the installation time, exhibit time, or move-out time, the Host shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

**Relocation of Exhibits:** The Host may alter location of exhibit spaces at its sole discretion and in the best interest of the EXPO.

**Subletting of Exhibit Space:** Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from the Host. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

**Insurance and Liability:** If the exhibitor desires insurance, they must obtain it at their own expense and cost. The Host assumes no risk, and, by the acceptance of the contract, the exhibitor expressly releases the Host from all liability for any injury, damage or loss to any person or goods which may arise from the rental and occupancy of said space by the exhibitor and agrees to hold and save the Host harmless of and from any loss or damage by reason thereof. The Host assumes no responsibility whatsoever for any property placed in EXPO and the Host is hereby released and discharged from all liability for any loss, injury or damage to persons or property that may be sustained while at EXPO.

**Exhibitor Insurance:** All property of the exhibitor is understood to remain in its custody and control in transit to and from or within the confines of the exhibit area. The Host and Sussex County Fairgrounds do not maintain insurance covering exhibitor's property.

**Damage to Property:** The exhibitor is liable for any damage to building floors, walls or columns, or booth equipment or to other exhibitor's property. The exhibitor may not mark, tack, make holes, and apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard booth equipment.

**Setting Up Exhibits:** Exhibits must be set up between 11:00 a.m. and 3:00 p.m., **Thursday, June 1, 2023**. All exhibits must be completed and in place by 3:00 p.m. sharp. Displays must be in the process of being set up by 2:30 p.m. on Thursday, June 1, 2023. After that time, any unattended exhibit space with no visible sign of installation may be reassigned and no refund will be made to the exhibitor. An Opening Ceremony will be held from 3-4 PM.

**Signs, Decorations, Plants, etc.:** All exhibit decorations must be fireproof. Exhibits, including signs, shall not exceed 8 feet from the floor without prior approval from the Host.

**Care of Exhibits:** While the Host is responsible for cleaning the aisle space in the show, exhibitors must not throw trash or any other material that will endanger the public or inconvenience other exhibitors on the floor during EXPO hours.

**Exhibitor Parking:** All exhibitors must park their vehicles in the designated exhibitor parking area.

**Utility Service:** It is understood that the exhibitor will be responsible to contract for and pay for all utility services needed, including telephone lines, etc.

**Dismantling of Exhibits:** Exhibitor displays shall not be dismantled or packed in preparation for removal before the official closing time of 7:00 pm on Thursday, June 1, 2023. **Any exhibitor found breaking down their booth before the close of EXPO may lose access to participation in future EXPOs.** Every exhibit must be fully staffed and operational during the entire exposition. The dismantling of displays begins at 7:00 pm on Thursday, June 1, 2023, and continues through 8:30 pm. At that time all exhibitor displays, or materials left in the exhibit space without instructions will be packed and shipped at the discretion of the Host and all charges, time, and labor, will be applied to the exhibitor.

**Amendments:** These regulations, conditions and rules have been drawn up for the intention and purpose of providing a well-regulated and balanced, attractive, and successful EXPO. The Host shall have full power to interpret the rules and regulations or make any such rulings as may appear to be in the best interest of EXPO, and all amendments of the foregoing rules, regulations and conditions shall bind the exhibitor.

**Complaints:** Complaints of any violation of the Contract Terms and Conditions or exhibit construction guidelines are to be made promptly to the Host and exhibitors and their personnel agree to abide by the decision of the Host.

**Law Applicable:** The laws of the State of New Jersey shall govern this contract. The exhibitor agrees to abide by the rules and regulations of the Host, Sussex County Fairgrounds, and the State of New Jersey.