

INDEPENDENCE CHAMBER OF COMMERCE 20TH ANNUAL

BUSINESS  
**expo**

PRESENTED BY



SPONSORED BY:

**TOSHIBA**  
BUSINESS SOLUTIONS

**THURSDAY, MARCH 8, 2012**  
**10:00 A.M. - 4:00 P.M.**

Hilton Garden Inn, Independence  
19677 E. Jackson Drive  
Independence, Mo



# APPLICATION FOR EXHIBIT SPACE

FOR INFORMATION CONTACT: Independence Chamber of Commerce (816) 252-4745  
 • FAX (816) 252-4917 • www.independencechamber.org

To reserve exhibit space, complete, sign and mail application with payment to Independence Chamber of Commerce.  
**DETACH AND MAIL WITH PAYMENT, RETAIN A COPY FOR YOUR RECORDS.**  
 (Applications needed for all exhibitors)

Please complete this application and contract form and mail with payment for booth space(s) to: Independence Chamber of Commerce, P.O. Box 1077, Independence, MO 64051.

We hereby make application for exhibit space(s) indicated below for our use at the **EXPO 2012 to be held at the Hilton Garden Inn, Independence, 19677 E. Jackson Dr., on March 8, 2012.**

We agree to comply with the Rules and Regulations as set forth on the reverse side of this application.

We agree that if, in the opinion of the Independence Chamber of Commerce, it becomes necessary to change the original allocation of space, such changes may be made by notification to the authorized representative of the Exhibitor.

We understand that, upon acceptance of this application by the Independence Chamber of Commerce, a contract consisting of this Application and the Rules and Regulations printed on the reverse hereof will be in full force and effect, and that the Independence Chamber of Commerce will be entitled to any attorney's fees or costs incurred by the Independence Chamber of Commerce in any legal proceeding to enforce the provisions of this contract.

## COSTS

BOOTHS are on carpeted floor and include one skirted table, 2 chairs, waste basket, an identification sign. Electricity available for additional fee.

### Individual Chamber Members:

SPACE SIZE	REGULAR PRICE	EARLY BIRD PRICE
8X8 Space	\$390.00	\$350.00
8X10 Space	\$490.00	\$440.00

#### EARLY BIRD RENEWAL BENEFITS:

- Early Bird Savings \$\$\$!
- Entered into a drawing for one free 8X8 booth space at the 2013 Expo.

**Shared Spaces:** Two member businesses share a space:

SPACE SIZE	REGULAR PRICE	EARLY BIRD PRICE
8X8 Space	\$220.00	\$200.00
8X10 Space	\$280.00	\$250.00

Please send us information about electrical service.

**For use by the Independence Chamber of Commerce**

Date Payment & Application \_\_\_\_\_

Received \_\_\_\_\_ Booth #'s Assigned \_\_\_\_\_

## PLEASE FILL IN ALL INFORMATION

\_\_\_\_\_  
 Company or Organization Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State, Zip Code

By: \_\_\_\_\_  
 Representative's Signature Date

\_\_\_\_\_  
 Representative's Name Printed

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Phone Fax

## PROVIDED IDENTIFICATION SIGN SHOULD READ:

Company Name \_\_\_\_\_

City, State \_\_\_\_\_

## PAYMENT

**Yes - I'd like the Early Bird Special**  
 (Payments must be received by Dec. 30, 2011 or special offer is void)

Payment Amt: \_\_\_\_\_

Type:  Check No. \_\_\_\_\_

MC  Visa  Amex  Discover

Number \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

**Make check payable to:**  
**Independence Chamber of Commerce,**  
**P.O. Box 1077, Independence, Missouri 64051**

DETACH AND MAIL WITH PAYMENT

## FORMULA FOR GOOD EXPO ATTENDANCE

- ★ All Exhibitors receive a free supply of admission tickets for distribution to their customers and prospects. **This marketing strategy is key for a successful EXPO.**
- ★ Independence Chamber of Commerce will mail more than 5,000 EXPO brochure invitations.
- ★ Marketing through digital media outlets including mobile app, email blast, websites and social media.
- ★ Newspapers and business publications will be used to promote the EXPO.
- ★ Prizes will be awarded to attendees throughout the event.

### PROMOTION/ATTENDEES

Independence Chamber of Commerce will promote attendance to the EXPO through communication outlets including: Chamber website, mobile app, email campaigns and social media. Metro Chambers will also receive tickets to the EXPO to distribute to their members. Attendees include metro wide business leaders, community organizations and citizens.

### SILENT AUCTION

Advertise through the EXPO 2012 silent auction. Companies can gain exposure during the EXPO by donating a silent auction item valued at least \$50. You will receive special recognition in signage at the EXPO and in Chamber publications. If you would like to donate contact the Chamber.

### \*NEW\* VENDOR VIP AREA

Vendor VIP Area is located at the back of the EXPO. This area will provide refreshments including coffee and donuts from 8 a.m. - 11 a.m. A deli bar will also be stationed for lunch (additional price). Only vendors are allowed in this area. Tables and chairs will also be provided. Sponsorships for this area are available, contact the Chamber.

### EXHIBITOR'S SHOWKIT

An Exhibitor's Show Kit will be supplied to each Exhibitor. Exhibitors may pick up their packet after February 1st, 2012. If you are unable to pick up your packet, contact the Chamber. Independence Chamber of Commerce is located at 210 W. Truman Rd., Independence, MO 64050.

## Early Bird Savings!

### PAY FOR EXHIBITOR SPACE IN FULL BEFORE DEC. 30, 2011 TO RECEIVE EARLY BIRD PRICING!

(Payments must be received by Dec. 30, 2011 or special offer is void)

SPACE SIZE	REGULAR PRICE	EARLY BIRD PRICE
8X8 Space	\$390.00	\$350.00
8X10 Space	\$490.00	\$440.00

#### EARLY BIRD RENEWAL BENEFITS:

- Early Bird Savings \$\$\$!
- Entered into a drawing for one free 8X8 booth space at the 2013 Expo.

### TWO CHAMBER MEMBERS MAY SHARE ONE SPACE!

SPACE SIZE	REGULAR PRICE	EARLY BIRD PRICE
8X8 Space	\$220.00	\$200.00
8X10 Space	\$280.00	\$250.00

**TO REDEEM THIS SPECIAL OFFER CHECK "YES - I'D LIKE THE EARLY BIRD SPECIAL" ON THE APPLICATION FOR EXHIBIT SPACE. (NEXT PAGE)**

# EXHIBITION RULES & REGULATIONS

## HOURS

Exhibit hours, subject to changes authorized by the Independence Chamber of Commerce, are as follows:

**Thursday, March 8, 2012  
10:00 a.m. to 4:00 p.m.**

All booths must be staffed by at least one person at all times the show is open to the public.

## SETUP OF EXHIBITS

Exhibitors may have access to booths starting at 8:00 a.m. on Thursday, March 8, 2012. All set up of exhibits must be completed by 10:00 a.m.

## BREAKDOWN OF EXHIBITS

No Exhibitor shall begin breakdown of exhibit or removal of exhibit material until the show is officially closed at 4:00 p.m.

Breakdown will begin immediately and must be completed by 6:00 p.m.

## SPACE ASSIGNMENTS

Space is assigned on a first come/first served basis. The Chamber reserves the right to shift space assignment after the contract has been signed if necessary. Space is leased with the understanding that the Exhibitor holds the Independence Chamber of Commerce harmless from any and/or all liability which may result from any cause whatsoever.

## PAYMENT AND CANCELLATIONS

To reserve a space, the Exhibitor will pay the cost of space with application. **Refund policy:** Exhibit space canceled after January 20, 2012 will receive a 50% refund only if the space is resold by the Chamber/Expo staff. No refunds, due to cancellation or forfeiture of a space(s), will be given after February 17, 2012.

## USE OF SPACE

Standard draped booth, with back and side rails, skirted table, 2 chairs, waste basket and a uniform two-line sign are provided without charge. All other furnishings, equipment, etc. are provided by Exhibitor at their own expense and responsibility. **Electricity should be ordered from the hotel.** The use of flammable and volatile materials is prohibited. Draping and other decorative materials must be flame proof and comply with all State and local regulations. All demonstrations, distributions and exhibits must be confined to the exhibit booths. Exhibitors are prohibited from using amplifying equipment that is objectionable. All Exhibitors, models or mannequins should be appropriately dressed so as not to offend the most critical.

The Chamber reserves the right to require the modification of any questionable exhibit. No Exhibitor shall assign, sublet, or share the whole or any part of the booth space allotted **unless purchased as a shared space.** Booth backgrounds are 8' high with 3' high side rails. Display materials may not exceed the height of the side rails (3') in the front 5' of the booth. The back 3' of the booth may have materials up to background height. **Larger 10' background display panels may only be used in the specially designated 8'x10' booths.** These larger display panels are not allowed in any other section of the show.

## SOLICITATION

No person or persons, other than Exhibitors, are permitted to conduct business on the floor without the express permission of the Independence Chamber of Commerce.

## ELECTRICITY

Exhibitor's Show Kit will include an electrical order form. Electrical service should be ordered in advance from the Hilton Garden Inn.

## FOOD DISTRIBUTION

The Chamber must approve all distribution of food. No food preparation will be done at the exhibit.

## MUSIC

No music is allowed at this event by Exhibitors. Use of music in any form may subject you to ASCAP penalties which shall be the Exhibitor's responsibility.

## ADMISSIONS

The Chamber has sole control over admissions. Persons visiting the show area are admitted according to the Rules & Regulations of the show as issued or amended by the authorized representative of the Chamber. Visitors are admitted by complimentary passes or a \$5.00 admission charge.

## LIABILITY

The Exhibitor agrees that Independence Chamber of Commerce, its agents, and employees and the hosting facility or its employees: (a) are not responsible for any damage to or for the loss or destruction of the Exhibitor's property or injuries to the Exhibitor, their representatives, agents or employees, all claims for any such loss, damage, destruction or injury being expressly waived by the Exhibitor (b) are exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents or employees.

The Independence Chamber of Commerce, its agents and employees, are not liable for failure to hold the show as scheduled. Payments for booth space will be returned in that event except that any actual expense incurred in connection with the show will be deducted if the show is called off because of fire, or any act of God, or the public enemy, or strike, or epidemic, or any law or regulation of public authority or any other act beyond the control of the Chamber which makes it impossible or impractical to hold the show.

## INSURANCE/SECURITY

Exhibitors wishing to insure their materials, goods and/or wares on display in the exhibit against theft, damage by fire, accident, loss or liability of any kind, must do so at their own expense.

## RULES AND REGULATIONS

Exhibitors will abide by all other provisions of these Rules & Regulations, with fire regulations and all other regulations of governmental agencies and the hosting facility. It is expressly understood as agreed by applicant that the Rules & Regulations of the show as issued or amended by the Independence Chamber of Commerce are hereby made an integral part of the Contract and of the agreement between Applicant and Independence Chamber of Commerce for this reference and to the same extent and effect as if said Rules & Regulations were set forth in full in the contract.