

2012

Regional Business & Technology Expo

EXHIBITOR AGREEMENT

Thursday, March 29, 2012
4:00 - 7:00 p.m.
Diamond Jo Casino - Northwood, IA

Exhibitor Information

A total of 44 booths are available for the Expo, and they will be assigned on a first-come basis. Please complete **all** information below so you can be placed in a non-competitive location.

Contact _____

Business Name _____

Address _____

City/State/Zip _____

Phone(_____) _____

Email _____

Exhibit Type (check only one):

Standard Food Technology

Do you need electricity? Yes No

Will you be using a tradeshow display? Yes No

Check the type of display you are using:

Tabletop Floor

Note: Displays wider than 8 ft. wide will not be allowed, unless Exhibitor purchases a double booth.

We agree to abide by all the requirements, restrictions, and obligations as outlined in the "Terms, Conditions & Rules for Exhibiting at the 2012 Regional Business & Technology Expo." The Expo reserves the right to refuse this application for any reason.

Name (please print) _____

Title _____

Signature _____

Date _____

Please call your Chamber office for more information.

Registration Fees

REGISTRATIONS DUE: March 13, 2012

Exhibitor Fee

_____ \$300 Premium booth (Only 5 available!)
_____ \$275 Standard booth
_____ \$225 New Member booth (Only 5 available!)

- ◆ electricity (FREE)
- ◆ wireless internet access (FREE)
- ◆ booth and two chairs (FREE)

Check # _____ Date _____
(Make checks payable to your Chamber)

Credit Card (circle one): Visa MasterCard

Card No. _____

Exp. Date _____

Authorizing Signature _____

Please note:

- ◆ Exhibitor confirmation information will be forwarded two weeks prior to the event.
- ◆ In order to exhibit at the 2012 Regional Business & Technology Expo, you must be a member in good standing with one of the participating Chambers of Commerce listed below. Please indicate your membership, or contact one of the following participating Chambers of Commerce to arrange for membership.

- | | |
|--------------------------------------|----------------|
| <input type="checkbox"/> Mason City | (641) 423-5724 |
| <input type="checkbox"/> Northwood | (641) 324-1075 |
| <input type="checkbox"/> Albert Lea | (507) 373-3938 |
| <input type="checkbox"/> Lake Mills | (641) 592-5253 |
| <input type="checkbox"/> Forest City | (641) 585-2092 |



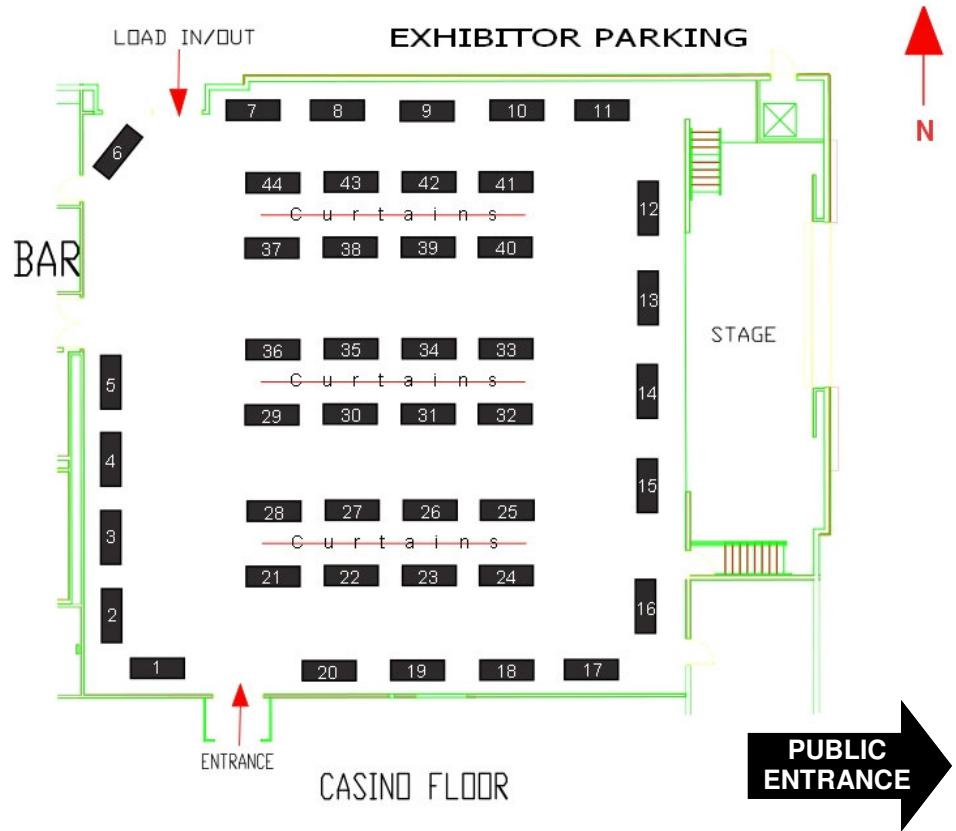
Return the Exhibitor Agreement and payment to your Chamber of Commerce ASAP

Exhibit Hall Floor Plan

Set up: As illustrated, the Load In/Out door is on the north side of the facility. You may set up anytime after 12 p.m. the day of the event. We ask that you are ready for customers at 3 p.m., as the exhibitors will network among themselves before the facility is opened to the public. **NOTE: Carts to assist in setting up your display will not be available. Please plan to bring everything you need (i.e., extension cords, banner poles and hangers, etc.).**

Take down: Please do not tear down until at least 7 p.m.

Additional questions may be forwarded to Kara at kruge@masoncityia.com.



Terms, Conditions, and Rules for Exhibiting at the 2012 Regional Business & Technology Expo

1. Purpose of Exhibition

The 2012 Regional Business & Technology Expo was established by participating Chambers of Commerce as an opportunity for their members to educate the public about their products and services. The following guidelines are intended to ensure that the Expo will further the above purpose. For purposes below, "Management" shall mean the 2012 Regional Business & Technology Expo committee and "Exhibit Hall" shall mean Diamond Jo Casino Events Center, Northwood, IA. It is stipulated that each Exhibitor and their representatives subscribe to the following rules.

2. Indemnity and Limitation of Liability

Neither the 2012 Regional Business & Technology Expo nor any participating Chamber of Commerce, nor Diamond Jo Casino, nor any of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from liability for any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from any cause. The Exhibitor shall indemnify, defend and protect Management and the Exhibit Hall harmless from any and all claims, demands, suits, liability damages, loss costs, attorney's fees and expenses of any kind or nature which might result from or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. It is understood that the 2012 Regional Business & Technology Expo, participating Chambers of Commerce, Diamond Jo Casino, and all staff agents and representatives are harmless from any claims arising from the products given to attendees during the Expo.

3. Assignment of Space and Electricity

Management shall assign the exhibit space to the Exhibitor for the period of the Expo, provided the exhibit space is made available to Management, based on the business category and electricity requirements. Electricity availability will be assigned on a first-come receipt of the enclosed contract and registration fees. Management's decision will be final. Management reserves the right to transfer assignment when such action is deemed to be in the best interest of the total Expo.

4. Exhibit Equipment and Services

Space rental includes one banquet table covered with a fabric tablecloth, two chairs, and general lighting. Space rental does not include partitions between exhibits, signage, carts, hand trucks, or telephone service. Electricity includes a single two-plug outlet located intermittently throughout the room.

5. Exhibit Set-up and Take-down

Diamond Jo Casino Events Center will be available for set-up at 12 p.m. All exhibits must be set up prior to 3:00 p.m. and remain intact until the official close of the Expo at 7 p.m. Exhibitors are responsible for removing all leftover materials and trash from their exhibit space.

6. Cancellation or Termination of Agreement

Cancellation by the Exhibitor after March 13, 2012 obligates the Exhibitor to full payment of the rental. No refunds will be made after March 13, 2012. If written cancellation is received prior to March 13, 2012, a full refund will be issued minus a 25% service charge.

7. Agreement to Terms, Conditions and Rules

Exhibitor agrees to observe and abide by the foregoing Terms, Conditions and Rules and by such rules made by Management for the efficient or safe operation of the Expo, including but not limited to those contained in this agreement. Management, in its sole judgment, may refuse to consider for participation in future Expos any Exhibitor that violates or fails to abide by all such Terms, Conditions and Rules.

The foregoing rules have been formulated in the best interest of Exhibitors. The cooperation of our patrons is requested.