



# Penobscot Bay 2010 Business Expo Exhibitor Contract

**Exhibitors:** Please note that by participating in the Penobscot Bay Business Expo as an Exhibitor you agree to the following conditions of participation:

## **Deposit/Payment:**

- 1) A non-refundable deposit of half the booth fee is required when the contract is submitted.
- 2) Remaining booth fee is due 30 days prior to the show.
- 3) Contracts submitted within 30 days of the show require full payment to secure exhibit space.
- 4) Payment must be made at time of registration by check or call Mehuman Jonson to make a credit card payment, 596-0376 x 23.
- 5) In the event that unforeseen circumstances force a cancellation of the Show, PBRCC will refund the vendors registration fee.

**Make Checks payable to PBRCC and mail to:**

**Penobscot Bay Regional Chamber of Commerce  
Attn: Shari Closter  
P.O Box 508  
Rockland, ME 04841**

## **Insurance:**

- 1) Each vendor must provide a Certificate of Insurance (COI) showing a minimum of one million dollars liability insurance and listing the Penobscot Bay Regional Chamber of Commerce as an additional insured.
- 2) The COI must be issued within 30 days of the event.

## **Use of Display Space:** *Please read carefully:*

- 1) Distribution of Exhibitor's promotional materials or flyers and/or soliciting of any kind are NOT permitted outside the exhibitors designated booth location.
- 2) Exhibitors may display/represent ONLY those goods/services manufactured or dealt by them through their regular business unless otherwise approved by the show producers. Business cards, literature, and other promotional items from non-exhibiting companies are NOT allowed in the show
- 3) **ANY BUSINESS THAT HAS NOT PAID TO PARTICIPATE IN THE SHOW WILL NOT BE ALLOWED TO PASS OUT OR LEAVE ANY BROCHURES, BUSINESS CARDS, OR INFORMATION OF ANY SORT.**
- 4) If exhibitors fail to install their display by the opening hour of the show the producers shall have the right to take possession of said space to resell some or any part thereof. In that event the exhibitor is still responsible for the full contract price.
- 5) **Take Down: NO dismantling of exhibits will be permitted prior to the close of the show (7 PM).**
  - A) All exhibits must be removed from the building the day of the show.
  - B) Exhibits not removed when requested, pursuant to the terms of this agreement, shall be deemed abandoned and may be removed and disposed of by the show producers in such a manner as may be determined by the producers and at the exhibitors expense.

## **Show Program:**

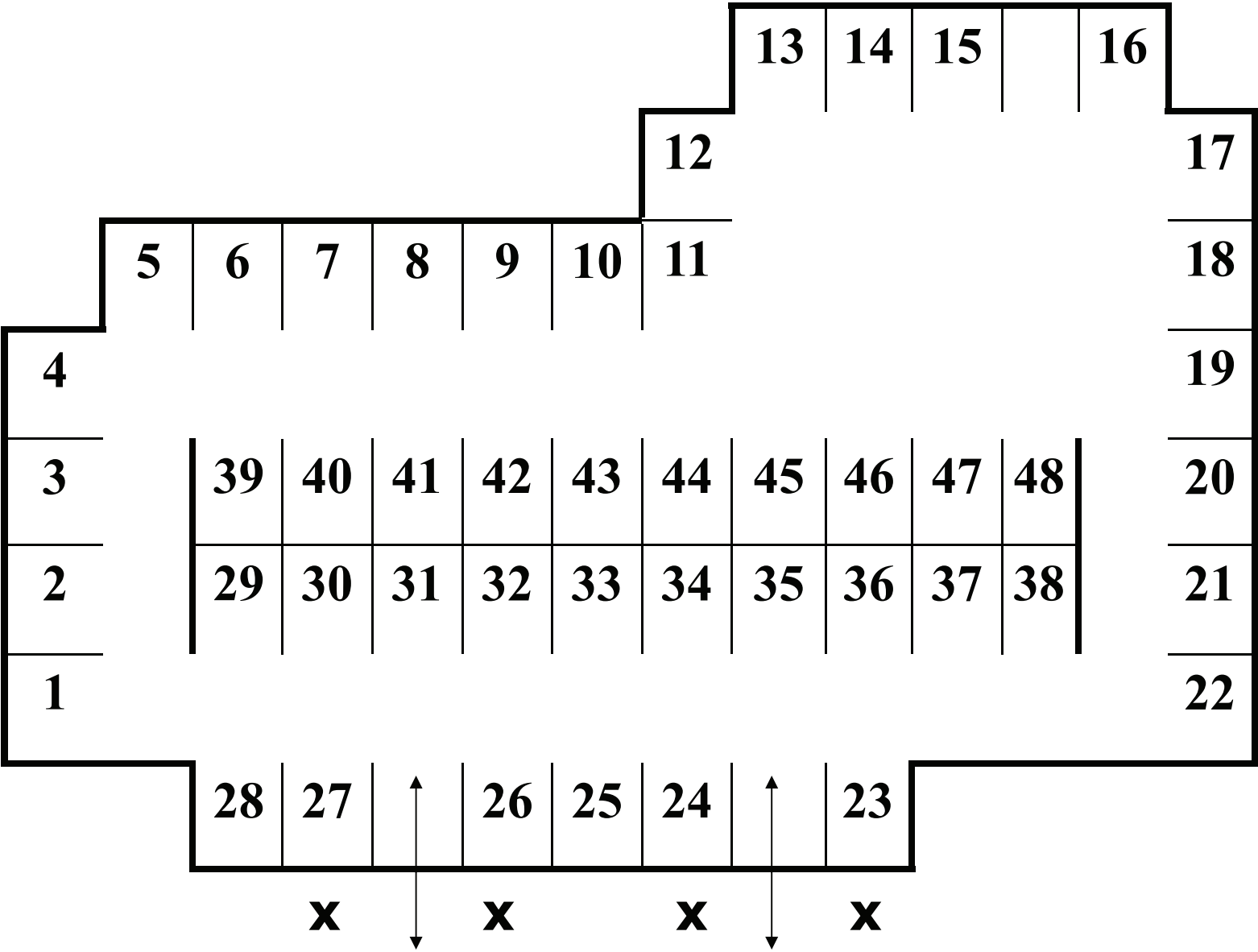
- 1) The show program will go to print 30 days prior to the event.
- 2) Any business that has not made their final payment in full by April 26th, will be omitted from the program directory.

## **Exhibitor Raffle Prizes:**

- 1) All raffle must be approved in writing by business owner and/or authorized representative.
- 2) All participants in raffle, giveaways or any other contest at the Business Expo must be present at time of drawing to claim their prize or another name will be drawn until a winner is present to claim prize.

# 2010 Business Expo Floor Plan Room A

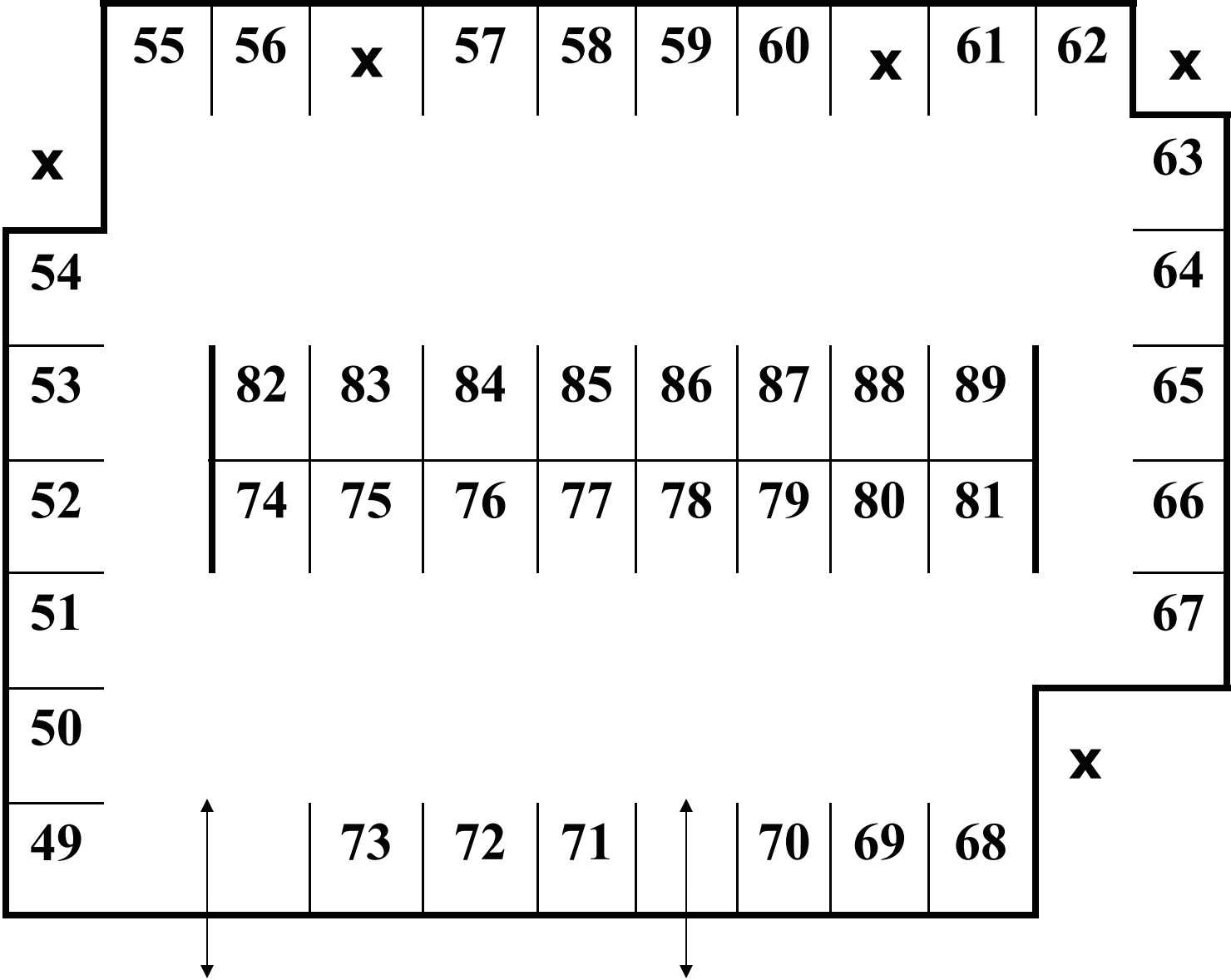
## STATE OF MAINE HALL



**X = SPONSOR BOOTH - MAP NOT DRAWN TO SCALE**

2010 Business Expo Floor Plan Room B

BALLROOM



**X** = SPONSOR BOOTH - MAP NOT DRAWN TO SCALE