



2012 EXHIBITOR BENEFITS AND RULES & REGULATIONS

EXHIBITOR BENEFITS

- 1) 10' x 10' Fully Draped Booth (*Booths in lobby/hallway/perimeter of ballroom are irregular and are approx. 10' x 8'.*)
- 2) 8' Tall Backdrop and 3' Tall Side Railings
- 3) 8' Skirted Table
- 4) 2 Chairs
- 5) 1 Trash Can
- 6) 7" x 44" Company Sign with Booth Number
- 7) Listing in LifeStyles Tabloid Published by *Waxahachie Daily Light* & Sent to Ellis County Subscribers
- 8) Hot Leads Database of Lifestyles Registered Attendees (Emailed/mailed to exhibitors by April 4, 2012.)
- 9) Continental Breakfast and Coffee

LIFESTYLES RULES & REGULATIONS

- 1) Booth placement is on a first-pay, first-served basis. While the LifeStyles Committee will make every attempt to place you at one of your preferred locations, it is, ultimately, up to the LifeStyles Committee.
- 2) All exhibits must be set up between the hours of 2 pm and 7 pm on Friday, March 2, 2012. Last minute preparations may be done between 7:30 am and 8:30 am on Saturday, March 3, 2012. Loading/unloading is allowed through the dock area only. No exceptions.
- 3) **Exhibitors must not disassemble exhibits until 4:05 pm on Saturday, March 3, 2012, and must be out of the building no later than 6:30 pm.** It is very important to follow these guidelines due to *public safety issues*.
- 4) Food Vendors will be allowed to cater in food for taste samples or prepackaged food for selling purposes. Proof of a food permit and application must be on file with the City Health Department and copied to April Ortiz at the Civic Center before March 3. A permit and application can be acquired from the City Health Department for \$25.00 by calling 972-937-7330, ext. 152. All food must be fully prepared prior to the event. Kitchen facilities will not be open for use.
- 5) The use of an open flame(s) or water during Lifestyles is strictly regulated and must be cleared by April Ortiz at the Civic Center by calling 972-938-3434 before Monday, February 22, 2012. This includes flames used for candles and/or cooking demonstrations.
- 6) All exhibitors will be able to display and sell products during the event.
- 7) All exhibitors will be responsible for cleanup of their designated booth spaces including emptying their trash into the designated cans. The Chamber reserves the right to withhold the attendee database & deny future participation if the exhibitor booth spaces are not cleaned.
- 8) LifeStyles will host drawings during the Expo for attendees. Attendees must be present to win and are responsible for transporting the winning item out of the Civic Center by 5 pm on March 3, 2012.
- 9) Each vendor is encouraged to coordinate and arrange their own prize drawings to help solicit attendees to view your booths. Your winners can be contacted, personally, after the event. NO EXHIBITOR ANNOUNCEMENTS will be allowed on the PA system during LifeStyles. NO EXCEPTIONS.
- 10) Electricity (\$15/per booth) and wireless internet access (\$25 flat fee) is available (limited availability) for exhibitors for the listed fees. If you have additional electrical needs other than an 110v plug you **MUST** note this on your application and notify April Ortiz at the Civic Center to ensure proper electrical outlets are available. If you need wireless internet/electricity access for your booth, you must request this on your registration form. It is strongly advised exhibitors arrive early during set-up on Friday, March 2, 2012 to test that their internet connection is working successfully.
- 11) Once a booth(s) is purchased the exhibitor may cancel the booth reservation in writing for an 85% refund if the cancellation request is received in writing by the Waxahachie Chamber of Commerce by February 1, 2012. After February 1, 2012 all booth sales are final. If an exhibitor chooses to cancel their booth request after February 1, 2012 no refund will be given. After February 1, 2012 all booth fees are non-refundable and non-exchangeable.
- 12) The Waxahachie Chamber of Commerce & Convention and Visitors Bureau are not responsible for any injuries that might occur while any individual or group is attending or working this event.



EXHIBITOR APPLICATION

Please Note: Booth space is limited and is available on a first-pay, first-served basis at the discretion of the LifeStyles Committee.

CONTACT INFORMATION

Company Name (as it should appear on booth sign):

Mailing Address:

City:

Zip:

Contact Person:

Business Phone:

Cell Phone (REQUIRED):

Email:

Website:

Type of Business:

BOOTH REQUEST: (CHECK ONE)

Visit www.WaxahachieChamber.com and click LifeStyles to view a floor plan of available booths.

WAXAHACHIE CHAMBER MEMBERS-ONLY:

- Regular Booth: \$250.00
- Premium Booth: \$325.00*

NON-MEMBERS ONLY

- Regular Booth: \$350.00
- Premium Booth: \$500.00*

*Premium booths have premium locations. They are located on the first row directly in front of the main ballroom entrance OR they are a corner booth located at the end of a row inside the main ballroom.

- Location Number of Requested Booths: _____
 - Will you be serving food or drink? Yes _____ OR No _____
(See rules & regulations for food permit requirements.)
 - Total Cost of Booths: **Quantity of Booths** _____ X \$ _____ each = \$ _____
 - Member Registering By January 15, 2012 - \$50.00 = \$ - _____
 - Electrical Outlets **Quantity of Booths** _____ X \$15.00 each = \$ + _____
(within 10 feet of outlet)
 - Check Here If You'll Need More than a 110v Plug
 - Wireless Internet Access + \$25.00 Flat Fee = \$ + _____
- TOTAL BALANCE: \$ _____**

PAYMENT INFORMATION

TO RESERVE BOOTH IMMEDIATELY USE OF A CREDIT CARD IS RECOMMENDED. BOOTHS WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED.

Check # _____ Money Order # _____ Cash Visa MasterCard Am. Ex.

Acct. No.: _____ Exp.: _____ Name on Acct.: _____

Please Make Checks Payable To: Waxahachie Chamber of Commerce
102 YMCA Drive
Waxahachie, TX 75165

Upon acceptance by the LifeStyles Committee, we agree to abide by the LifeStyles rules and regulations (above) which are made a part of this contract.

Print Name

Signature

Date