

REGISTRATION FORM - BUSINESS EXPO 2018

THURSDAY, JUNE 7, 2018 10:00 A.M. – 4:30 P.M.

SUNY PLATTSBURGH FIELD HOUSE

Contact North Country Chamber of Commerce 518-563-1000 with questions.

Please complete ALL LINES on this page and return it with the deposit.

**This information will appear in the Expo Directory if registered by May 18, 2018.*

*Company Name (hereinafter "Exhibitor") _____

*Address _____ *Phone Number _____

_____ Fax Number _____

*Contact Person (to appear in Business Expo Show Directory) _____

Name of person handling Registration for Business Expo _____

_____ Email of person handling Reg. for Expo (this will not be publicized) _____

*Brief Business Description For Expo directory: _____

| Exhibition Booth Pricing | Chamber Members | ECBC Members | "Not-Yet" Members |
|---------------------------------|------------------------|---------------------|--------------------------|
| One Standard Booth | \$450 | \$500 | \$550 |
| Two Standard Booths | \$850 | \$950 | \$1050 |
| Three Standard Booths | \$1250 | \$1400 | \$1550 |

NOTE: Booths are approx.. 8'X10'. Prices do not include fees for electricity! (See Electrical Application Form.)

BOOTH NUMBER: How many booths would you like to reserve? _____

Print Booth location preferences below: **Please see Expo floor plan**

If none of your choices are available, we will select the best available booth.

1st Choice: Booth # _____ 2nd Choice: Booth # _____

BOOTH SIGN: _____
One booth identification sign is provided for you at the show. Clearly print EXACT sign wording on the line above.
(35 characters maximum, including spaces.)

CONTRACT AGREEMENT: Upon execution of this agreement, the Exhibitor shall be responsible for the payment of all charges contemplated herein and no refund shall be made to the Exhibitor if cancellation is made less than 90 days prior to the Expo. The Exhibitor also agrees to the terms outlined on the Exhibitor Information Page. The Exhibitor acknowledges that he/she has read the entire agreement and understands the contents thereof.

Signature _____ Date _____

YOUR REGISTRATION MUST INCLUDE \$100 DEPOSIT!! MAIL TO: Jody Parks, Chamber of Commerce, PO Box 310, Plattsburgh, NY 12901-0310 OR You may fax registration to us at **563-1028** if you'd like to put your deposit on AMEX, Discover, MC, or VISA. **Please call the Chamber of Commerce Receptionist (ph: 563-1000) to confirm receipt of your fax!!!!**

Credit Card# _____ Exp. Date _____ Amt. Charged \$ _____

Code on back _____ Authorized Signature _____

EXHIBITOR INFORMATION

Your registration entitles you to the following:

- Approximately 8' deep X 10' wide exhibitor booth.
Booths against walls may be slightly smaller.
- Draped 8' high back wall and 3' high sidewalls.
- 8' Table with fire retardant cloth skirt and white plastic top.
- Two folding chairs.
- One booth sign with your company name.
- Text inclusion in the Business Expo Show Directory

SET-UP: Wednesday, June 6, 2018 2:00 P.M. – 6:00 P.M. or
Thursday, June 7, 2018 8:00 A.M. - 9:45 A.M.

SHOW HOURS: Thursday, June 7, 2018 10:00 A.M. – 4:30 P.M.
10 – 12 Exhibitor Only Networking Session / 12 – 4:30 Open to Public

DISMANTLING: Thursday, June 7, 2018 **NO EARLIER THAN 4:30 P.M.!**

LIABILITY: It is agreed that the exhibitors shall assume all responsibility for any loss, damage, or injury that they shall have or cause and that they shall indemnify and hold harmless the North Country Chamber of Commerce, and the State University of New York at Plattsburgh and its officers, directors, or employees from all liability which may ensue, from whatever cause. Exhibitors bear all risk and expense for any loss, theft or damage to their booth and its contents, and to bear the risk of injury to myself and those working with them. Guard service will be provided during those hours when the show is not open to the public only, and every precaution will be taken to protect the exhibits. However, the North Country Chamber of Commerce and SUNY Plattsburgh do not guarantee loss of any kind.

PROTECTION OF EXPOSITION HALL: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, drapes or other parts of the building, decorated materials or furniture. Exhibitors violating this regulation are express bound, at their expense, to repair any such damage to the exposition hall at SUNY Plattsburgh. SUNY Plattsburgh may at their sole discretion select the contractor to repair any such damage and authorize the contractor to proceed with the repairs without prior notification to the exhibitor.

Helium Balloons Are NOT permitted.

FIRE PRECAUTION: Combustible decorations and flammable chemicals cannot be used in any manner by any exhibitor. All packing containers, excelsior, and similar materials are to be removed from the floor upon completion of the booth set-up.

PAYMENT: A minimum non-refundable deposit of \$100 must accompany the registration form! Application will **NOT** be processed without \$100 deposit! Balance of payment (including electrical fees if any) is due **no later than May 18, 2018.** To receive the Chamber Member Discount, Chamber dues *must* be paid. Please make checks payable to the North Country Chamber of Commerce.

ELECTRICAL APPLICATION FORM

PLEASE NOTE: If you need electricity at your booth, you must return this form, in its entirety, to the North Country Chamber of Commerce *no later than* May 18, 2018, to ensure proper distribution of electricity. (Chamber of Commerce Fax Number: 518-563-1028)

| Wattage Requirement Reference | |
|---|------------------------------------|
| (these are <u>approximate</u> / <u>most common</u> requirements. Please check your equipment if there is any question or if yours is not listed.) | |
| One Computer = 745 Watts | One TV = 385 Watts |
| One Monitor = 70 Watts | One VCR = 30 Watts |
| One Printer = 384 Watts | One Fax = 35 Watts |
| One Laptop = 40 Watts | Standard Lights = 150 Watts |

Please list all equipment and wattage requirements below

| Equipment | Number of Items | Watts per item | Total Watts |
|-----------------------------|------------------------|-----------------------|--------------------|
| _____ | _____ | X _____ = | _____ |
| _____ | _____ | X _____ = | _____ |
| _____ | _____ | X _____ = | _____ |
| _____ | _____ | X _____ = | _____ |
| Total Watts Required | | | _____ |

Note: The cost is per PLUG. You must bring your own surge protector and you must list all equipment that will be used, and YOU MAY NOT EXCEED YOUR SPECIFIED WATTAGE REQUIREMENTS.

| <u>Standard 110 - 120 Volt Power</u> | <u># of connection</u> | <u>Price</u> |
|---|-------------------------------|---------------------|
| 10 - 450 Watts Max. | \$45 per connection _____ | Total \$ _____ |
| 450 - 850 Watts Max. | \$55 per connection _____ | Total \$ _____ |
| 850 - 1250 Watts Max. | \$65 per connection _____ | Total \$ _____ |
| 1250 - 2400 Watts Max. | \$75 per connection _____ | Total \$ _____ |
| Total Amount Due | | \$ _____ |

If power other than 110V - 120V is required, price must be determined separately by the Chamber of Commerce. All outlets will be installed on the floor at the back of booth.

To prevent overloading of circuits, exhibitors shall **not** be permitted to add wattage above amount specified on this form. Exhibitors should bring their own surge protectors and extension cords. It is agreed that the exhibitors shall assume all responsibility for any loss, damage, or injury that they shall have or cause and that they shall indemnify and hold harmless the North Country Chamber of Commerce and the State University of New York at Plattsburgh and its officers, directors, or employees from all liability which may ensue, from whatever cause.

Company Name _____

Signature _____

Please send Insurance Certificate no later than May 18th

INSURANCE REQUIREMENT

(If you do not have this insurance, you can sign a waiver. Call Jody at 563-1000)

Every exhibitor must supply the Chamber of Commerce with an Insurance Certificate that establishes the following insurance is in force and effective for the period of the exhibition:

-General liability and premises operations, including bodily injury and property damage in a minimum amount of \$1,000,000. *The Plattsburgh - North Country Chamber of Commerce must be listed as Certificate Holder and Additional Insured on this Certificate of Insurance.*

-Workmen's compensation and disability benefits as required by the State of New York.

Please call your insurance agent and ask him/her to fax the certificate to 563-1028, email it to me at jodyp@northcountrychamber.com, or send it by mail to: Jody Parks, Chamber of Commerce PO Box 310, Plattsburgh, NY 12901. In most cases, this is just proof of your current policy and can be taken care of with one phone call. If you have any questions, please feel free to contact me at the Chamber office, 563-1000.

INTERNET AT THE EXPO

WESTELCOM is proud to offer FREE WIRELESS INTERNET Connections for all Expo Exhibitors on June 7th.

To make arrangements for free wireless Internet connection at your booth:

Email: Krista Boulé- kboule@westelcom.net

Include contact name, company name, and booth number