



Green Expo 2018

Refresh Yourself Your Community Your Planet



COMMERCIAL/NON-PROFIT EXHIBITOR

Thursday, April 19, 2018 – 4:00 – 7:00 p.m. - Surf Ballroom - Clear Lake, IA

Exhibitor Information

Contact _____

Business Name _____

Address _____

City/State/Zip _____

Phone (_____) _____

Email _____

Exhibit Products/Services:

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

We agree to abide by all the requirements, restrictions, and obligations as outlined in the "Terms, Conditions & Rules for Exhibiting at the Green Expo 2018". The Expo reserves the right to refuse this application for any reason.

Name (please print) _____

Title _____

Signature _____

Date _____

Registration Fees

REGISTRATION DUE:

Friday, April 13, 2018

Exhibitor Fee:

____ **FREE** for Clear Lake & Mason City Chamber Members
____ **FREE** for Non-Profit
____ **\$35.00** for Non-Chamber Members

\$ _____ **Total Amount Due**

Exhibitor Fee includes electricity, (1) 8' table and (1) chair.

Check # _____ Date _____
(Make checks payable to the Clear Lake Area Chamber)

Credit Card (circle one): Visa MasterCard

Card No. _____

Exp. Date _____

Authorizing Signature _____

Please note:

Please include an e-mail address as contact information so we can provide additional information electronically. Booth location information will be provided the day of the Expo.



Please return completed form to:

Clear Lake Area Chamber of Commerce
P.O. Box 188
Clear Lake, IA 50428

Clear Lake Earth Days Sponsored in Part By:



Set Up and Take Down

Set Up: You may park temporarily in front of the Surf or on the east side near the Lounge to unload. You may set up anytime after 8:00 a.m. Thursday, April 19th. Please plan to have someone monitoring the booth if you have items of value. Please plan to bring everything you need (i.e. extension cords, tape, banner poles, etc.).

Take Down: Please do not take down until 7:00 p.m. to receive optimum marketing opportunities. All exhibits must be removed Thursday night.

Additional questions may be forwarded to Jan Lovell at janlovell@cltel.com or 641-357-2111.

Terms, Conditions, and Rules for Exhibiting at the Green Expo 2018

1. Purpose of Exhibition

The Green Expo was established by the Clear Lake Earth Day committee of the Clear Lake Area Chamber of Commerce as an opportunity for members and North Iowa 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 Green Expo committee and "Exhibit Hall" shall mean the Surf Ballroom, Clear Lake, IA. It is stipulated that each Exhibitor and their representatives subscribe to the following rules.

2. Indemnity and Limitation of Liability

Neither the Green Expo Nor any participating Clear Lake Area Chamber of Commerce, nor the Surf Ballroom, 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 Surf Ballroom 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 Green Expo, participating Clear Lake Area Chamber of Commerce, the Surf Ballroom, 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 (1) eight-foot banquet table, one chair and general lighting, table linens are optional. Space rental does not include partitions between exhibits, signage, carts or hand trucks. Electricity includes a single two-plug outlet.

5. Exhibit Set-up and Take-down

The Surf Ballroom will be available for set-up after 8 a.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.