



April 17, 2012

Oasis Conference Center

### **Business Expo Rules & Regulations**

**Exhibitor set-up:** April 16, 2012, 1:00PM – 5:00PM

**Exhibit Hours:** April 17, 2012, 1:00 PM – 6:00 PM

**Expo Luncheon:** 11:30AM – 1:00 PM. Be sure to report to the Chamber office, 576-5000, no later than April 10, the name of the person from your business who will use the luncheon reservation included with your Expo Booth Registration.

**Member Early Bird Discount:** Member booth fee only \$245 if paid in full before November 30, 2011.

**Refer-a-new-Exhibitor Rebate:** \$50 refer a new exhibitor rebate for exhibitors or taste vendors who refer a new exhibitor (business that has not exhibited in the Clermont Chamber Expo in the last three years). Limit of 2 rebates.

**Booth assignments:** Please choose a booth location based on the zone map. Booth location is a request. The Chamber reserved the right to re-assign booth location.

**Booth features:** 8' x 8' space with 6' draped table and 2 chairs.

**Electric power:** Expo application provides for ordering electrical power needs (extra cost).

**Crate/box storage:** Packing boxes should be stored under the booth table. There is limited storage space available for larger crates, etc.

**Soliciting/samples/prizes:** Samples, literature, and other materials may be distributed by exhibitors within their own booth space. No soliciting is permitted in the aisles or in other exhibitors' booths.

**Exhibitor booth personnel:** Expo participation is to promote, advertise, and display your business. Product samples are allowed. Orders for services or merchandise can be taken at any time, with delivery after closing hours of the Expo. All exhibitors are required to wear provided badges. Every booth will be attended at all times during operating hours of the Expo. No eating permitted in booths.

**Removal of Exhibits:** All exhibits must remain intact until the show closes on April 17 at 6:00 PM. The exhibit hall will be available until 7:00PM that day for exhibit teardown and removal.

**Parking:** As a courtesy to guests visiting the Expo, we ask exhibitors to park at the far ends of the lot.

**Expo Tickets:** It is up to all of us, the Chamber of Commerce, the Expo Committee and the Expo Exhibitors to work together to drive traffic and ensure a successful Expo for us all. Part of your exhibitor agreement calls for you to post the Expo on your company website and social media, distribute tickets, electronic tickets, and a series of special notices to your customers, prospects and other key contacts, and offer a special deal, contest or give-away only at your booth. Any other ideas you have for promoting the Expo are welcome. Thank you.

**Have a great show!**

**Clermont Chamber of Commerce  
513.576.5000 [www.clermontchamber.com](http://www.clermontchamber.com)**