



MOKENA

CHAMBER OF COMMERCE

BUSINESS EXPO & HEALTH FAIR

COMMUNITY BUSINESS EXPO AND HEALTH FAIR 2017 EXHIBITOR REGISTRATION FORM

Saturday, February 25

Networking Exhibitor Breakfast 7:45 am

Expo 9:00 am to 1:00 pm

The Oaks Fitness & Recreation Center

10845 LaPorte Road

Mokena, IL 60448



Introduce your organization to hundreds of prospective clients and customers in just a few hours!

Company Name: _____

Contact Name: _____ Contact Phone: _____

Address _____ City: _____ Zip: _____

Business Phone: _____ E-mail: _____

Website: _____ Item for Sale (if any) _____

Describe Exhibit (List items over 100 lbs.) _____

Signature _____



BOOTH SPACE — A single booth space is 10' X 10'. Each booth is provided one table (2 1/2' X 8'), two chairs, white plastic tablecloth and skirting.

Exhibitor Fees

Deadline: February 10

Chamber Member Booth \$140.00 \$ _____

Non-Chamber Member Booth \$320.00 \$ _____

(includes 1 year membership)

Non-Profit and Taxing Bodies Booth \$80.00 \$ _____

Electricity \$50.00 \$ _____

(MUST be reserved—limited to first 25 businesses)

TOTAL DUE.....\$ _____

Item that requires electricity _____

PLEASE RETURN FORM AND PAYMENT TO:

Mokena Chamber of Commerce

19150 Wolf Road, Suite C

Mokena, IL 60448

Phone: 708-479-2468

Fax: 708-479-7144

chamber@mokena.com

***Refunds will not be issued for cancellations received after 2/17/17

Registration/Sponsorship Payment: FULL payment required to secure your registration.

Amount Due***\$ _____

Check is enclosed.

Credit Card Payment: _____ Visa _____ Master Card _____ Discover _____ AMEX

Credit Card Number: _____ Exp. Date: ____/____ Security Code: _____

Cardholder Name: _____

Billing Address: _____ City: _____ Zip: _____



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COMMUNITY BUSINESS EXPO AND HEALTH FAIR 2017 EXHIBITOR CONTRACT



I (We) hereby contract for space(s) at the Mokena Chamber of Commerce Community Business Expo & Health Fair, February 25, 2017, at The Mokena Community Park District, Mokena, IL. Appropriate fees must accompany the signed contract. To guarantee that all Exhibitors will be included in advertising and promotional materials, the registration deadline is February 17, 2017. Booths will be assigned on a first come, first-served basis with a consideration given to overall product mix and consumer needs. Exhibitors are subject to the rules and regulations below governing the 2017 Community Business Expo & Health Fair and signature acknowledges receipt. A Certificate of Business Liability Insurance covering the exhibit for a minimum of \$100,000.00 must accompany your application, listing Mokena Chamber of Commerce and The Mokena Community Park District as additional insured. Cancellation refunds will not be granted after February 17, 2017. Each booth is provided one table (2 1/2' x 8'), tablecloth and skirting.

Signature _____

No goods or services other than those specified above shall be exhibited, and no business of any other nature shall be transacted.

**In order to sell your products, they must be new items, and must pertain to your business. This is an upscale Business Expo & Health Fair and the committee will have the final decision on your ability to sell your products and are not contestable by the vendor. All boxes and inventory must be stored in a professional manner. We are creating an upscale environment and do not want to be perceived as a flea market. All applicants will receive notification if the committee determines non-eligibility. The undersigned Exhibitor agrees that it will, at all times after the date of this Agreement, save Mokena Chamber of Commerce and The Mokena Community Park District harmless and keep said indemnified: (a) From and against all costs, claims, expenses and damages, including expert and attorney's fees, arising from the operation by the Exhibitor of a booth at the Mokena Chamber of Commerce Community Business Expo & Health Fair on February 25, 2017; and, (b) By reason of any action or other proceeding which shall or may be brought or instituted against the said Mokena Chamber of Commerce and The Mokena Community Park District for or in respect of the operation of said booth at said Expo concerning its stock in trade, effects and premises, or for or in respect of the recovery of the several sums of money which might be due and owing from the Exhibitor in respect of their operations including all costs, claims, expenses and damages.



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COMMUNITY BUSINESS EXPO AND HEALTH FAIR 2017

Sponsorships promote your business even more by putting your name on all print advertisements, Expo signage along with special recognition at the Expo!

ADVERTISING/SPONSORSHIP OPPORTUNITY

Deadline to submit SPONSORSHIP: February 17, 2017

Exhibitor Sponsor

INVESTMENT

\$350

TOTAL

\$ _____

Breakfast & Networking Sponsor

\$275

\$ _____

Welcome Bag

\$125

\$ _____

Have your business logo included on 300 reusable bags that will be given to each attendee at the Community Business Expo and Health Fair on February 25, 2017 at The Oaks Recreation and Fitness Center.

TOTAL DUE \$ _____



**Actual design may vary*

Please contact the Chamber Office ASAP to reserve your space.

19150 Wolf Road, Suite C, Mokena, IL 60448

708-479-2468 · Fax: 708-479-7144 · chamber@mokena.com · www.mokena.com

Please e-mail LOGO for BAG in jpeg format

Please submit completed Sponsorship Application & Payment prior to Applicable DEADLINE DATES ABOVE.

Company Name: _____

Contact Name: _____ Contact Phone: _____

Address _____ City: _____ Zip: _____

Business Phone: _____ E-mail: _____



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COMMUNITY BUSINESS EXPO & HEALTH FAIR RULES & REGULATIONS

1. CONTRACT FOR SPACE

All persons, firms, companies, or associations desiring to exhibit, must sign a written contract with the Mokena Chamber of Commerce and each applicant must furnish the information asked for, on said contract.

2. HOURS OF COMMUNITY BUSINESS EXPO & HEALTH FAIR

The 2017 Community Business Expo will be open for **Breakfast & Business to Business Networking at 8 a.m.** and will be open to the public from **9:00 a.m. to 1:00 p.m.** on February 25, 2017. You may be at the Expo no earlier than 7:30 a.m. to finish set-up at your booth, if needed.

3. ALLOTMENT OF SPACE

Exhibition space is assigned by the Community Business Expo Committee. Use of the space will be for the sole purpose of exhibiting goods and/or services. **YOUR DISPLAY MUST FIT WITHIN YOUR ASSIGNED SPACE.**

4. CERTIFICATE OF INSURANCE

All exhibitors in the Expo must provide proof of Liability Insurance with their application, covering the following: General Liability/Property Insurance \$100,000.00 naming Mokena Chamber of Commerce and The Mokena Community Park District as additional insured.

5. PAYMENT OF SPACE

All fees must accompany application. Please make your check payable to Mokena Chamber, 19820-D Wolf Road Mokena, IL 60448. Please return your application before the deadline of February 8, 2017.

6. INSTALLATION OF EXHIBIT

A single booth space is 10'X10'. All tables in booth area must be skirted. Tables and skirting will be provided. **You may set up your booth the night before, on Friday, February 22, 2017 between 5:00 – 7:00 p.m.** Taping, driving nails or tacks in the floor or walls of building is strictly prohibited. **All exhibits must be in place and in order, and all rubbish removed by 8:30 a.m. Saturday morning.** Any damage caused to the building or booth equipment by installation or removal of exhibits will be charged to and paid for by the exhibitor.

7. REMOVAL OF EXHIBIT

No exhibits shall be broken down nor shall any removal of structures be made until 1:15 p.m. If break down is started before this time, exhibitor will not be allowed in the 2014 Expo. **All refuse must be removed from booth space area upon breakdown.** If the exhibitor fails to remove the exhibit and all refuse, the Business Expo Committee may cause the space to be cleaned at the expense of the exhibitor, under which circumstances the exhibitor agrees to make immediate payment.

8. SALES

Vendors ARE allowed to sell their products at their booth during the Expo.

9. PARKING

To accommodate all visitors on the day of the event, all vendors are required to park their vehicles in the church parking lot, west of The Oaks.

10. HAVE A GREAT DAY!

Have fun and enjoy the day by meeting new customers, new contacts and new friends.