



**Business Showcase & Health Fair
Corporate Contract
Saturday, March 27, 2010**

Brunswick High School (East Entrance), 3581 Center Road, Brunswick, OH 44212

Company _____
Must Be A Brunswick Area Chamber Member In Good Standing. Call office for membership application or status of membership.

Address _____

Contact Name _____ Email _____

Phone _____ Fax _____ Cell _____

Cost per table: \$120.00 PLUS a \$50 refundable deposit per table, total \$170.00 per table.

- Tables / spaces will be assigned on a PAID "first come, first served" basis. Sponsors have premier spaces. Separate deposit will *not* be refunded to those exhibitors who tear down their table/space BEFORE 1:00 PM.
- BONUS!** Would you like to reserve one of twelve specially advertised "Contest Sponsorships Tables" that will drive extra traffic to you? This is additional fee is \$80 per company plus a \$50 gift certificate or product. Please check box and add the amount to your payment. Contest sponsors will be showcased again at the April monthly luncheon when we give the winner there prizes. The twelve spaces will be 'sold' on a first come, first served basis.

Indicate your needs:

- 8' space with 8' table
- No table needed
- White linen tablecloth on top
- Plastic skirting around table
- We will have a drawing at our table.
- Electricity. Additional cost of \$20 per table.

Please check if applicable:
 _____ Yes, _____ will be attending the Exhibitor's Workshop to prepare for this event. (See last page of contract for date/time info.) I understand this is my registration to the free workshop. The workshop is not required, but recommended.

This must be checked if you need it. Otherwise, we cannot guarantee electricity, as there is limited availability.

**** Payments & signed contract must be received by March 15 to reserve space. Tables can't be set up without payment & signed contract on file. ****

Checks payable to: **BACC or Brunswick Area Chamber of Commerce** phone: 330-225-8411
 3511 Center Rd, Ste A-B or fax: 330-273-8172
 Brunswick, OH 44212 **MC / Visa / checks accepted. NO CASH PLEASE.**

Note: If paying by check, two separate checks must be submitted: one for the \$50 deposit and one for the price of your table and electricity. **Credit cards numbers for deposit fee are preferred; Credit cards for deposit fee will not be processed unless commitment is not fulfilled.**

MC / Visa # _____ Exp Date _____ Signed: _____
 Person authorizing use of credit card (please print): _____

The individual signing this agreement verifies that they have read the regulations on the following pages and will comply with them. Furthermore, the person signing below is authorized to execute this binding contract for the named exhibitor.

Signature _____ Date _____

DEADLINE FOR SUBMISSION: March 15, 2010

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 for office use only

Date contract mailed to member: _____ Date confirmed contract faxed by BACC: _____

Table fee method: _____ Date signed contract received: _____

Refundable deposit method: _____ Refundable deposit returned: _____

Date payments received: _____

Brunswick Area Chamber of Commerce Bring on Brunswick 2010 Business Showcase and Health Fair Contract Saturday, March 27, 2010

Table / Booth space:

- Space measures 8' with 8' table. You have the space on it and above it (assume 8' ceiling). You do not have the space in front of it. You may put easels, display tables, special signage, etc. in that space. You may not set these things in the spaces between tables/spaces, behind tables/spaces, in front of tables/spaces, in nearby hallways, or otherwise open areas. (see Use of Exhibit)
- If you choose not to have a table, you have an 8' space. Be sure to check the box: "No table needed" on page 1.
- **If you choose to have a demonstration outside (next to, nearby) your 8' space, you must pay for another 8' space.**
- Internet / phone access is not available.

Set Up and Removal: Set up will be Saturday, March 27th, between 8:00 AM and 9:00 AM. Please see the schedule below for event times. All equipment and materials must be removed no later than 2:00 PM, and a representative from each table must sign out with a committee representative in order to receive their \$50 refundable deposit. Brunswick High School, the Brunswick City School District and the Brunswick Area Chamber of Commerce (hereafter called "Chamber") will not be responsible for any items left after this time. There will be set up Friday, March 26th for the presenting and corporate sponsors only from 5:00 to 7:00 PM.

Drop Off and Parking: Please drop off / pick up equipment as quickly as possible to allow for all exhibitors to set up as efficiently as possible. Parking Information will be emailed prior to the event. **Be sure to include email contact information on the first page of this contract.**

Extra Needs: Please call prior to March 22nd if you have any special needs: 330-225-8411

Cancellation / No-Show: Exhibitor's table fee will be refunded only if the Showcase is cancelled by the sponsors or organizers for a cause within their immediate control. The exhibitor shall be responsible for payment of 25% table fee if the Showcase is cancelled or delayed in whole or part as a result of act of God, civil disorder, or act of War. There will be no refund for cancellation within 10 days (March 18) of the event or in the event an exhibitor does not show up at the event.

Security: The exhibitors are solely and fully responsible for their own exhibit material. All property of an exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the facility.

Use of Exhibit (all exhibitors): All demonstrations or other promotional activities must be **confined to the limits of the exhibit space**. Any exhibitor with a display exceeding the space provided will be asked to remove said display. At least one person 18 years or older must occupy the exhibit during the Showcase. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activity. If individuals are witnessed to be distributing material without a table, you are instructed to let a committee person know immediately. Please note the description and whereabouts of the individual in question. Interference with the light and space of other exhibitors is prohibited. All exhibit backgrounds must conform to standards as follows: backgrounds limited to eight feet in height, floor to ceiling. Display material showing an unfinished surface to neighboring exhibit space is not permitted. Sponsors may remove any exhibit, which, in their opinion, detracts from the Showcase without liability for any refunds of the exhibit expenses. Pipe and Drape are not provided.

Use of Exhibit (food exhibitors only): **Food vendors are required to bring a minimum of 500 samples.** Food items may be made available for sale at their booth in addition to their samples. All food products and handling thereof must conform to the guidelines set forth by the Medina County Health Department. In 2008, there were 3,500 guests to the event.

Insurance and Liability: The exhibitor shall hold the sponsors, Chamber and Brunswick City School District, harmless from any liability for damages to any person/property upon or about the demised space from any causes whatsoever.

Care of Building and Equipment: Exhibitor, or agents, must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Combustible materials or explosives are not permitted. The exhibitor shall comply with all reasonable requests of Brunswick City School District, the Chamber, and the sponsors with respect to the installation, conduct and disassembly of its exhibit.

Location of Exhibitors: The Brunswick Area Chamber of Commerce reserves the right to specify all table locations, however any requests will be considered. Sponsors will receive primary locations at their request.

2010 Bring On Brunswick Exhibitor Data Sheet

(This information is subject to change)

Target Market: Publicity to attract attendees to the Showcase will be targeted to the residents of the Brunswick area, Brunswick area businesses, and those members of the business community who are interested in locating new sources of supplies / services for their respective companies. The intent of the event is to inform both residential and commercial consumers of the business resources located in their immediate community in an effort to facilitate networking between area businesses as well as to improve sales within the Brunswick business area. We hope you encourage customers, employees and others to attend as your guests.

Admission: There is no financial admission charged for this event. Attendees will be encouraged to bring a donation of canned or dry goods for the Brunswick Food Pantry.

Food sample tickets: Attendees who would like to sample food at this event can purchase food tickets for \$5 that will entitle them to 8 food sample tickets.

Tables / Displays: Tables / spaces will be assigned on a random basis (but competitors will not be positioned side to side). If you have a tall, freestanding backdrop / display that doesn't need or is hampered by a table, please let us know in advance by marking your contract form. Tables / spaces will be arranged so that there will only be space behind the table for standing displays. Exhibitors need to plan on working in front of their table. If you're hanging a banner, you'll need to bring your own framework. Banners / displays may not be taped to the walls or ceilings.

Electricity: If you need electricity, please indicate your need on the contract. We have a limited number of spaces with power available. They will be allocated on a 'first-come' basis and subject to the same random assignment as non-electric tables/spaces. Please bring your own extension cord(s). **Internet access is not available.**

Refunds: If a company has qualified for the \$50 refundable fee, it will be returned the day of the event, if possible. Otherwise, it will be mailed the following week. Anyone tearing down their table prior to 1:00 PM will forfeit their deposit.

Suggestions for a Successful Showing:

- ATTEND THE NEW EXHIBITOR'S WORKSHOP led by successful past BoB participants on March 12, 2009, from 2:00 to 4:00 PM. at the Brunswick Library, 3649 Center Rd, Brunswick. Free for all registered vendors. Registration required no later than March 1, 2010. Early registrants will receive an email reminder about this workshop. Register on Page 1 of Contract
- Provide a drawing prize (we're deferring to your sense of value and appropriateness) together with a mechanism (fishbowl, basket, etc.) to collect the business card or slips used for the drawing. You also need to provide the slips of paper and writing implements. This will be a "need not be present to win" drawing. You will be responsible for notifying your drawing winner and for delivering your prize to that winner.
- Bring a give-away 'gadget' to help attract guests to your table. (ex: pens, rulers, balloons, with your name on them)
- Invite your customers / clients and suppliers to attend as guests, not exhibitors. Often business showcases can produce valuable business opportunities for them as well. Send them your invitation in a letter, postcard, email, newsletter, etc.

Tentative Agenda for the Day of the Event

8:00 to 9:00	Exhibitor setup
9:00 to 10:00	VENDOR - TO - VENDOR networking time
10:00 to 1:00	Open to the Public
1:00 PM	Event closes
2:00 PM	All vendor materials must be off the tables and out of the way of those tearing down tables.

Please call 330-225-8411, email admin@brunswickareachamber.org with subject line of "BRING ON BRUNSWICK QUESTION" with any questions up through March 27th.