



March 17, 2018
9:00 AM—3:00 PM

The Rockford 14th Annual Community EXPO will be held Saturday, March 17, 2018 at Rockford High School. We invite you to join us at the premiere networking opportunity. In these fast moving times, exhibitors must be one step ahead and inform the public about their products and services. Don't let this wonderful opportunity pass you by! The cost is low for the value received. Don't hesitate, send your application, applicable dues and booth fee today.

DEADLINE FOR REGISTRATION

To enjoy the exclusive guarantee, Chamber members must have their application in by **4 p.m. Friday, February 9, 2018**. Non-chamber members may apply at any time for registration, however, they will not be registered until after February 9th, to give Chamber members the first opportunity to take advantage of this event. After that date, it is a first-come first-serve basis for everyone. **LATE FEE: Any applications received after February 20th a late fee of \$25.00**
Chamber Members and \$50.00 Non-Chamber Members will apply, as long as booth space is available and approval from the EXPO Steering Committee

Chamber dues and booth space must both be paid in advance to take advantage of the price and exclusive guarantee. Your check/credit card information must be included with this application. PLEASE NOTE: Confirmation of business faxed EXPO applications to the Chamber office is the sole responsibility of the potential EXPO exhibitor. If you have faxed in your EXPO application, please contact the Chamber office @616.866.2000 to confirm that the office has received your application.

Mail or drop off to:
Rockford Chamber of Commerce
17 S. Monroe St.
Rockford, MI 49341

Check # _____ Amount: _____
MC/Visa Acct # _____
3-Digit Security Code: _____ Exp. Date _____
Billing Address: _____
Signature: _____



**ROCKFORD 14th ANNUAL
COMMUNITY EXPO**

Saturday
March 17, 2018
9:00 AM—3:00 PM
Rockford High School

For more information call: (616) 866-2000
www.rockfordmichamber.com



17 S Monroe St.
Rockford, MI 49341

ROCKFORD EXPO 2018 EXHIBITOR APPLICATION

SCHEDULE OF EVENTS

2018 Community EXPO

March 17, 2018 | 9:00 AM – 3:00 PM

- **FREE ADMISSION**
- **FREE PARKING**
- **FREE SHUTTLE SERVICE**
- **FOUR \$500 CASH GIVEAWAYS**
- **WIN A TRIP DRAWING**
- Merchants Marketplace
- Career Pathways
- Over 130 booths available
- Outdoor Vehicle Display
- Strolling Mascots
- Entertainment – Local Student Talent
- Emcees – Local Media Personalities

Acceptance of this contract is at the sole discretion of Rockford Chamber of Commerce.

REGISTRATION: Space is assigned on first-come, first-serve basis with priority to Chamber members with paid 2018 membership dues.

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LATE FEE: Any application received after February 20th a late fee of **\$25.00 Chamber Members** and **\$50.00 Non-Chamber Members** will apply, as long as a booth space is available and approval from the EXPO Steering Committee. Chamber dues and booth space must both be paid in advance to take advantage of the price and exclusive guarantee. Your check/credit card information must be included with this application. **PLEASE NOTE:** Confirmation of business faxed EXPO applications to the Chamber office is the sole responsibility of the potential EXPO exhibitor. If you have faxed in your EXPO application, please contact the Chamber office @616.866.2000 to confirm that the office has received your application. Your check/credit card information must be included with this application. Fax, email, Mail or drop off to:

Rockford Chamber of Commerce
17 S. Monroe St.
Rockford, MI 49341

The Rockford Chamber of Commerce, Rockford Public Schools and our sponsors proudly present the 14th Annual Rockford Community EXPO. Our goals are to:

- Spotlight area businesses, organizations, churches, municipalities, and schools to other businesses and the public.
- Increase the community's awareness of the products and services that are sold, provided and /or manufactured in the greater Rockford area.
- Give exhibitors an opportunity to increase their exposure.
- All exhibitors will provide their own display items and backdrops.
- Electricity is limited. Electricity may be provided if it is marked on this application and available on first-come, first-served basis.
- You MUST provide your own heavy-duty electrical extension cords
- We request that all exhibitors have liability insurance of at least \$100,000
- School does not have wireless capability.
- Not following the rules forfeits admittance to EXPO 2019.

RULES/POLICIES

MARKETING/SELLING: All marketing will take place within the confines of the area you have reserved. Absolutely no marketing outside of this area unless you are a paid roaming mascot sponsor.

DESIGNATED SELLING AREA: Any exhibitor discovered selling, and not in designated selling area, will be evicted out of the event and forfeit booth fee.

PARKING: To allow as much convenience to our visitors as possible, exhibitors MUST park in designated areas away from the building.

DOOR PRIZES: Door prizes are optional. If you would like to offer door prizes, you may do so at your booth. Contacting winners is the sole responsibility of the business offering the prize and will not be announced from the performance stage.

EXHIBITS: ONE BUSINESS PER BOOTH. All exhibits shall be kept neat in appearance and in good taste. The EXPO Committee reserves the right to regulate all exhibits and displays which may be considered objectionable/inconsistent with the goals of this event. Exhibitors are requested to clean their display area when vacating the EXPO.

SET UP: Friday, March 16, 5:00 – 9:00 PM. Exhibitors MUST be set up Friday night, unless required by EXPO Steering Committee to set-up on Saturday morning. Exhibitors who do not set up on Friday night by 8:30 PM, without prior clearance from the EXPO Committee, will forfeit booth space and booth fee. **Overnight security will be provided.**

WALK-THROUGH: Saturday, March 17 from 8:00 – 8:45 AM (exhibitors only). Business-to-business networking ends at 8:45 AM.

EXPO HOURS: Saturday, March 17 from 9:00 AM – 3:00 PM. Exhibitors must stay until 3:00 PM. Exhibitors are encouraged to focus on building relationships with the community during event hours.

TEAR DOWN: 3:00 PM until 5:00 PM, Saturday, March 17. There will be no early booth tear-down as it is disruptive and dangerous to the other exhibitors and attendees. Early tear-down forfeits admittance to EXPO 2019.

Show Management agrees to make the above described space available to the Exhibitor for the purpose aforesaid, subject to Fire Marshall and Facility Management approval of the floor plan.

EXHIBIT SPACE APPLICATION

Company Name: _____
 Type of Business: _____
 Contact Name: _____
 Contact Phone: _____
 E-Mail Address: _____
 Address: _____
 City, State, Zip: _____ Fax: _____
 Business Phone: _____
 Website Address: _____
 Friday Night Contact: _____
 (Name and Phone): _____

Do you prefer electric? (Not guaranteed) Yes No
 Do you Require a table? (1) (8 ft.) Yes No
 Do you Require chairs? (2) Yes No

BOX LUNCHEES - (\$8 each)
 Includes sandwich, bag of chips, brownie, fresh fruit salad and water.
 Please select:
 Turkey & Swiss on Croissant _____
 Avocado Dream Wrap (vegetarian) _____
 Ham & Cheese on Multigrain Bun _____

Total # of Lunches _____ X \$8 = _____

INDOOR BOOTH (10' X 10')

Chamber Member: \$125 per booth _____
 Non-Chamber Member: \$250 per booth _____

INDOOR SELLING BOOTH (10' X 10')

(Limited Availability in Designated Area)
 Chamber Member: \$125 per booth _____

OUTDOOR VEHICLE SPACE

Chamber Member: \$125 per booth _____
 Non-Chamber Member: \$250 per booth _____

LATE FEE AFTER FEBRUARY 20TH \$ _____
 (\$25.00 Chamber Member, \$50 Non-Chamber Member)

TOTAL DUE AT REGISTRATION: \$ _____

ACKNOWLEDGMENT: I have read the EXPO rules contained on this brochure and through my signature below I hereby acknowledge my understanding of such rules and agree to abide by them.

Signature: _____