

## EXHIBITOR RULES & REGULATIONS

1. The Rockford Chamber of Commerce has been granted the right to the use of certain space at the Parkway High School Commons to hold the Business Expo. The Chamber hereby sublicenses to the Exhibitor the right to use the space at the Expo for the purpose of displaying and demonstrating the Exhibitor's product(s) and/or service(s).
2. Subletting of the contracted exhibit space is strictly prohibited. Special arrangements must be made in advance for more than one Exhibitor sharing the same exhibit space.
3. The Rockford Chamber of Commerce shall not in any manner or for any cause be liable or responsible to the Exhibitor for any injury, loss or damage to him or his employees, or his goods, or other property brought upon the premises where the Expo is being held and any and all claims for such injuries or damages are hereby waived.
4. No dismantling or removing of booths or exhibits before the termination of the Expo at 12:00 noon. on March 14, 2009.
5. Exhibit booths must be staffed at all times during show hours.
6. Exhibitor will be held responsible for any and all damage to walls; floor or ceiling that may be caused by erection or dismantling of their exhibit. **No tape is permitted on the building walls.**
7. The Rockford Chamber of Commerce reserves the right to deny or refuse any booth application- or insist upon the removal of any exhibit- that does not conform to the dignity of the Expo.
8. Electrical Extension Cords are to be heavy duty. You must supply your own electrical needs (i.e. surge protectors, adapters, cables, etc.) We suggest a minimum of length of 15' for surge protector or extension cord. All exhibitors must provide their own duct tape to secure wires to the floor.

---

## INSTRUCTIONS & INFORMATION

Booth(s) may be set up on Friday, March 13, 2009 from 6-9 p.m. Booth(s) must be ready for exhibition no later than 7:30 a.m. on March 14th. No display will be removed prior to 12:00 noon on Saturday, March 14, 2009 unless special arrangements have been made with the Rockford Chamber of Commerce.

Please report to the registration area upon arrival. You will be assigned a specific booth(s).

Your booth rental must be paid in full or you will not be permitted to set-up. Booth areas are approximately 10 ft. wide and 10 ft. deep.

Sales and individual give-aways from your booth are permitted. However, food will be available in the Commons area, so we ask that you refrain from giving away food at your individual booths.

Please **do not** distribute gum or suckers from your booth.