

# 2018 CRYSTAL LAKE EXPO SHOW GUIDELINES

By registering for the Crystal Lake Home and Business EXPO, you agree to the following guidelines:

1. A certificate of insurance showing the Crystal Lake Chamber of Commerce as an "Additional Insured" must be submitted to The Crystal Lake Chamber of Commerce, 427 West Virginia, Avenue, Crystal Lake, Illinois 60014 or fax to 815.459.0243 prior to January 12, 2018. Exhibitors will not be allowed on the show floor without a Certificate of Insurance on file or a signed Hold Harmless Agreement.
2. If you need electricity for your booth it must be ordered in advance at a cost of \$85.00 per booth. If not ordered by January 26, 2018 there will be an additional \$50.00 fee.
3. **No Balloons are Allowed!**
4. Payment in full must be submitted with your registration. No booth space will be held without a credit card. If paying by check, a credit card must be provided to hold your space. Check must be received within 10 days or your card will be charged for the total fees. Checks should be made payable to the Crystal Lake Chamber of Commerce.
5. No refund will be given after January 12, 2018.
6. Booth sales are accepted at the discretion of the Chamber.
7. We do not guarantee the space you request; however we will try to do our best to accommodate you; should it become necessary to move you once you've been assigned a booth, we will do our best to place you as close as possible to your requested space.
8. The Chamber is not responsible for two like businesses registering. If your company does not allow this, please check the exhibitor listing periodically for updated company information. The Crystal Lake Business Expo allows multiple businesses in the same category to exhibit. However, if a non-compete policy exists for a potential exhibitor, it is the responsibility of the exhibitor to inform show management of such policy. Non-compete documentation is required from exhibiting participant detailing the expo/tradeshow non-compete clause. As a Chamber member benefit, members are given preference and first right of refusal.
9. The resale of booth space is prohibited.
10. No exhibitor will be allowed on the show floor prior to 2:00 pm on Friday, February 16, 2018.
11. Exhibitor agrees to the set up and take down times of the show as stated in the registration packet.
12. No late set up allowed. All exhibits must be set up by 9:30 am Saturday.
13. No display or booth is allowed to extend beyond the perimeters of the space or block an exhibitor on either side of the booth.
14. If you will be serving food (wrapped or unwrapped) and or beverages in your booth, please call the McHenry County Health Dept. regarding a temporary health permit, 815-334-4585.
15. For food vendors only there is a non-compete clause. Only one food vendor per food type is allowed. This pertains to main entrée only.
16. No equipment with hazardous gas is allowed in the building, i.e. propane, gas, etc.
17. Exhibitors agree to adhere to all safety instructions and recommendations, whether oral or written.
18. Selling to the public is allowed, however exhibitor is responsible for their own sales tax.
19. Exhibitor, and all parties participating in an exhibit, must wear exhibitor identification when networking on the show floor with fellow exhibitors. Exhibitor identification will be provided in your exhibitor packet. Packets will be handed to you when you check in prior to set up.
20. Exhibitor should have their booth staffed at all times during show hours.
21. **Parking - after you have moved your items in for your booth, please move your car to the parking across the street from the MAC to make room for attendees.**
22. Parents—bringing your children to the EXPO is discouraged, however if you need to do this, please do not leave your children unattended at any time.
23. No alcoholic beverages or smoking is permitted on the MAC (McHenry Athletic Complex) property.

Crystal Lake Chamber of Commerce

427 West Virginia Street, Crystal Lake, IL 60014 • 815.459.1300 • clchamber.com

## **2018 Crystal Lake EXPO Show Guidelines continued:**

24. Any damage caused to the MAC (McHenry Athletic Complex) or floor due to the set up and/or placement of exhibitor's products etc. is the responsibility of the exhibitor (i.e. financial, or replacement) and will be determined by the MAC (McHenry Athletic Complex).

25. By registering for the 2018 Crystal Lake Chamber of Commerce Home and Business EXPO on February 17 & 18, 2018 ("ACTIVITY"), Exhibitor agrees to the following terms and conditions:

### **Assumption of Risk; Release of Liability; Indemnification.**

Exhibitor, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, agents, and/or guests ("EXPO PARTICIPANT") hereby:

**ACKNOWLEDGES** the ACTIVITY exposes EXPO PARTICIPANT to risks and hazards, some of which are inherent in the very nature of the event itself, others which result from natural causes, error, and negligence on the part of third parties or the EXPO HOST, and that, as a result of the risks and hazards, EXPO PARTICIPANT may suffer serious personal injury and/or property loss; and

**AGREES** that nevertheless EXPO PARTICIPANT freely and voluntarily ASSUMES THE RISKS AND HAZARDS OF THE ACTIVITY; and

**RELEASES** The Crystal Lake Chamber of Commerce, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, and/or agents, and the host MAC (McHenry Athletic Complex), and each of its respective owners, members, managers, officers, directors, employees, volunteers, and/or agents ("EXPO HOST") from all liability, recourse, proceedings, claims, and causes of action of any kind whatsoever, including claims of personal injuries or property losses, which EXPO PARTICIPANT may suffer arising out of or connected with preparation for, or participation in, the ACTIVITY; and

**DEFENDS, INDEMNIFIES AND HOLDS HARMLESS** EXPO HOST from any claims, liabilities, losses, damages, suits, costs, and expenses of any kind or nature including without limitation reasonable attorneys' fees ("Claims") arising from or relating to EXPO PARTICIPANT'S participation in the Activity, except to the extent that any Claims are solely caused by the gross negligence or deliberate misconduct of EXPO HOST; and

**UNDERSTANDS** that by participating in the ACTIVITY, EXPO PARTICIPANT will be forever prevented from suing or otherwise claiming against EXPO HOST for any loss or damage connected with any property loss or personal injury sustained while participating in or preparing for the ACTIVITY; and

**AGREES** these terms are binding on EXPO PARTICIPANT'S heirs, legal representatives, agents, personal representatives, trustees, successors, and assigns.