



8th Annual

# RANCHO CORDOVA EXPO

A BUSINESS TO COMMUNITY EVENT

**Over 650  
visitors  
in 2017!**

**THURSDAY, AUGUST 16TH AT RANCHO CORDOVA CITY HALL**

**What:**

The Rancho Cordova Business Expo is a "business to community" and "business to business" event connecting consumers and businesses from throughout the region. Leverage this opportunity to get in front of your customers and local employees joining us during their workday. Free lunch samplings drive attendance! Exhibitors also network with fellow vendors over coffee prior to the expo.

**When:**

Thursday, August 16, 2018  
10:00am - 2:00pm

**Where:**

Rancho Cordova City Hall  
2729 Prospect Park Drive  
Rancho Cordova, CA 95670

**Admission:**

Free to the public & free parking!

**Exhibitor Information**

**Space:**

*Inside booths* include pipe and drape at back and sides, one table, one table cloth, two chairs, and simple signage. Booths are a minimum of 6'x 8'.

*Outside booths* include one table, one table cloth, two chairs, pop-up tent or similar coverage and simple signage. Booths are a minimum of 8'x 8'.

**Schedule for Exhibitors:**

8:00am - 9:00am	Exhibitor set-up
9:00am - 10:00am	Exhibitor networking/mixer
10:00am - 2:00pm	Expo
2:00pm - 3:00pm	Breakdown

**Event Sponsorship:**  
Increase your visibility! Sponsors receive prime locations, special signage, pre-event promotions and advertising, on-site special promotions and more! Contact us!

## EXHIBITOR CONTRACT

**Vendor Information:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

(For signage) \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Pricing:**

6' x 8' Booth (Chamber Member)  \$239\*

6' x 8' Booth (Non-member)  \$299\*

**Prices will go up August 9th!**

*\*A limited amount of non-profit rate booths are available. Contact the Chamber for more information.*

Need Electricity?  \$25

**Total Due** \$ \_\_\_\_\_

**Credit card number:**

\_\_\_\_\_ Exp. \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Food Vendors:** Attendance is expected to exceed 600. Please indicate if you need electricity. You must provide your own heating device (if needed) and proof of insurance. \_\_\_\_\_ Initial

**Parking:** Parking for vendors will be across the street on the east side of Prospect Park or at nearby hotels. **Please reserve on-site parking for event attendees.** \_\_\_\_\_ Initial

**Confirmation:** Booth space is not guaranteed until payment is received. Confirmation and exhibit information will be sent via email three days prior to the event. \_\_\_\_\_ Initial

**Cancellation:** 50% of the exhibit payment will be returned when cancellation is received in writing by C.O.B. 8/10/18. Cancellations after 8/10/18 will not receive a refund. \_\_\_\_\_ Initial

**Table Cloth:** Will you bring a logoed table cloth?  
**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Please note additional information on back of this form.**

# RANCHO CORDOVA BUSINESS EXPO RULES & REGULATIONS

## RULES & REGULATIONS

These rules and regulations govern exhibits under the auspices of the Rancho Cordova Chamber of Commerce (RCCC) and are part of this agreement.

## TERMS & CONDITIONS:

Exhibitors agree to abide by all terms and conditions set forth in this document, which forms a part of this agreement between the exhibitor and RCCC. Failure to abide by these regulations may result in removal of the exhibit or exhibitor from the show floor and/or prohibition from exhibiting with the RCCC in the future.

## PAYMENT & SPACE ASSIGNMENT:

Space assignment is on a first come first serve basis per the date and time your registration form is received. RCCC controls all exhibit space assignments. Sponsors receive priority exhibit locations. Full payment (check or credit card) for your space must be received along with the Exhibitor Contract to guarantee space. Exhibitor contracts will be accepted by fax, mail and e-mail but are not confirmed until receipt of payment or authorization of credit card and the signed Rancho Cordova Exchange Rules & Regulations agreement to all terms (this document). RCCC reserves the right to reject any application.

## SET-UP/TEAR DOWN OF EXHIBITS:

Exhibitors are asked to use the set-up entrance to the facility. Details will be available prior to the event. **Be courteous and have set-up completed by 9:30am and do not begin tear-down until after 2:00pm.** Exhibitors must vacate no later than 4:00pm.

## FIRE SAFETY:

The facility adheres to strict fire safety guidelines. All participants must comply with local fire safety regulations.

## PARKING:

Parking for vendors will be provided in advance of the event. **Please allow prime parking for event guests.**

## USE OF EXHIBIT SPACE:

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits or line of sight. Exhibits should be so arranged that exhibitor representatives, materials and equipment are inside the space assigned and do not infringe on aisles. All decorations must be flame retardant. Exhibit hall fire exits and safety equipment must be left accessible and fully viewable at all times. Aisle space may not be incorporated as part of an exhibitor's space. Exhibitors are expressly prohibited from "brief casing" in the aisle space. Exhibitor will not sublet the exhibit space contracted for and shall not exhibit, or permit to be exhibited, any merchandise other than specified in this agreement. Handwritten signage is not allowed. **Only one business may be represented at each booth.**

## RESTRICTIONS:

RCCC management reserves the right to prohibit any display or exhibit or any part of a proposed exhibit that we deem not suitable or in accordance with the accepted professional ethics of its members.

## NOISE & MUSIC LICENSING:

Sound or amplifying systems projecting beyond the exhibit space are prohibited. Due to music licensing restrictions, exhibitors are prohibited from playing recorded or live music in their exhibit space unless previously approved by RCCC.

## FAILURE TO OCCUPY:

Any exhibitor who fails to occupy his or her booth space by 9:30am will be replaced with a waitlisted exhibitor or other display. No refund will be issued.

## EXHIBITOR LIABILITY:

Neither the RCCC nor the show facility shall be held liable to an exhibitor or the property of an exhibitor, or injury to exhibitor personnel resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the RCCC, the show facility and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitors installation, removal or occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the above. In addition, exhibitor acknowledges that RCCC and the show facility do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses to exhibitor. Neither the RCCC or the show facility, or any officers, director of staff member thereof will be responsible for the safety of the property of exhibitor personnel from any cause. Food vendor exhibitors must provide the RCCC a copy of all insurance and/or policy rider to cover booth contents.

## AGREEMENT:

I have read the Rancho Cordova Expo Rules & Regulations and agree to comply as part of this contract.

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Signature

Date



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