

**33RD
ANNUAL**

**BUSINESS
EXPO**



April 5, 2023 • First National Bank Arena

CONNECT
with 6,500+ potential customers!

NETWORK
with 250+ exhibitors!

Invitation Only: 8 a.m.-1:30 p.m.

Public: 2:00-3:00 p.m.

Premier Showcase: April 4 @ 4 p.m.

Expo Luncheon @ Embassy Suites

11:30-1:00 p.m. featuring

Kyle Greer

Owner & Guide of

Jerry Lake-

The Alaskan Experience

Details:

- 10'x10' booth with 8' backdrop & 3' draped sides
- One draped 6' table with two chairs
- One 110 electrical outlet
- Complimentary invitations to the Invitation Only Hours from 8 a.m.-1:30 p.m.
- Door prizes
- Exhibitor Information
- Publicity Campaign Includes:
 - Television ads on KAIT-TV
 - Live telecast from Expo featured on Region 8 News Midday
 - Social Media Promotion

EXPO 2023 EXHIBIT SPACE CONTRACT

THIS FORM SERVES AS YOUR CONTRACT, PLEASE READ THE TERMS OF THE CONTRACT OUTLINED PREVIOUSLY BEFORE SIGNING.

EXHIBITOR INFORMATION

Exhibitor/Company _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Email _____

Business Type/Product to be Displayed _____

Booth Specs

Please reserve the indicated number of booths in the following category:

Early Bird Rate

(On or before February 14, 2023)

____ Non-Member Rate: \$625 each

____ Member Rate: \$300 each

Regular Rate

(After February 14, 2023)

____ Non-Member Rate: \$725 each

____ Member Rate: \$400 each

If possible, please place me near _____ or away _____ from the following business:

Other special booth requests: _____

Make checks payable and mail to:

Jonesboro Regional Chamber of Commerce

PO Box 789

Jonesboro, AR 72403-0789

I have read and agree to the terms of the contract for exhibit space and affix my signature to commit to participating in Business Expo 2023 according to the terms stated.

Authorized Signature _____ Date _____

Title _____ Credit Card # _____

Type of Credit Card _____ Expiration Date _____ Security Code _____

Zip Code _____

- 📍 Move In: April 4, 10 a.m.-4:00 p.m.
- 📍 Move Out: April 5, 4 p.m.-5:30 p.m.
- 📍 One-110 electrical outlet provided
- 📍 10'x10' Booth with 6' table, pipe and drape

For Office Use Only:

Booth(s) Assigned _____

Amount Received \$ _____ Date _____

Sold by: _____

TERMS OF CONTRACT FOR EXHIBIT SPACE

1. Statement of Policy: All exhibitors regardless of size will be given opportunity, within reason, to present their product or service in the most effective manner to the audience.

2. CONTRACT: This contract for space, the assignment of space and full payment of rental charges together constitute the entire contract for the right to use space. Full payment for space and a signed contract is required before assignment of space is made. Contract deadline is April 1, 2023.

3. ACCEPTANCE: An authorized signature on the official Expo contract form indicates the exhibitor has read, understands and agrees to abide by all the rules outlined in the contract and Expo brochure.

4. USE OF SPACE:

a. All aisles and spaces not leased to exhibitors shall be under control of the Chamber of Commerce. All displays, distribution of literature, demonstrations and transactions shall be made inside the space contracted. Standing in aisles or in front of booths or other exhibitors is strictly prohibited. Any undignified method of attracting attention will not be permitted. Exhibitors are not to distribute stickers or other items which could be stuck to walls, floors, etc. **ABSOLUTELY NO USE OF HELIUM BALLOONS WILL BE PERMITTED.**

b. No exhibitor shall assign, sublet or share the allotted space without the knowledge and consent of the Chamber of Commerce. Exhibitors must show only goods/services provided by them in their regular course of business, and representatives must be from their own firm.

c. ALL BOOTHS SHALL BE STAFFED BY AT LEAST ONE PERSON AT ALL TIMES.

5. CARE OF BUILDING AND EQUIPMENT: Exhibitor shall not injure or deface the walls or floor of the building, the booths or the equipment of the booths. Drilling of holes, attachments to or painting of floor, or any other defacements will not be allowed. It is suggested that suitable protection be laid down.

6. LIABILITY: The Chamber, Expo sponsors and First National Bank Arena management disclaim liability for damages or losses due to fire, theft, accident, vandalism or other causes. The Chamber will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must

do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the Chamber, Expo Sponsors, First National Bank Arena and Expo service providers against any and all loss, damage, liability or expenses arising out of any occurrence which arises out of exhibitor's occupancy and use of Expo premises during or subsequent to the period of the exhibition.

7. MOVE IN/OUT DATES/TIMES:

a. Move In: All exhibitors will move in between the hours of 10 a.m. & 4 p.m. on Tuesday, April 4, 2023. All exhibits must be completed by 4 p.m. The facility is equipped with a 13' wide ramp for direct access to show floor from the lower green entrance. Other services may be provided upon request.

Electrical Outlets will not be available for use until 2:30 p.m.

b. Move Out: No exhibitors shall begin break-down of booth or removal of exhibited material until the show is officially closed on Wednesday, April 5, 2023, at 3 p.m. All exhibits must be removed by 5:30 p.m., Wednesday, April 5, 2023. All exhibitors with goods not removed by that time will be charged for storage and handling, and the Jonesboro Regional Chamber of Commerce will not be responsible for stolen or lost merchandise.

8. CANCELLATION/REFUNDS: Exhibitors cancelling on or before March 1, 2023, will be eligible for a full refund less \$50.00 per booth processing fee. Exhibitors cancelling from August 1-31 will receive a 50% refund and exhibitors cancelling on or after September 1 will not be eligible for refunds.

9. SOLICITATION: No person or persons, other than exhibitors, will be permitted to conduct business on the floor without the express permission of the Jonesboro Regional Chamber of Commerce.

10. STORAGE: Crates and cartons can be stored off the arena floor in the green entrance area.

