



Saturday, October 20, 2018

10:00 am – 2:00 pm

Open to the public Free Admission

At the Shoppes At Chino Hills

Expo Kick-Off Mixer Thursday, October 18th

5:00 pm – 7:00 pm

Open to Sponsors, Exhibitors, Chamber Members & Guests

SPONSOR BOOTH APPLICATION

Complete the application and bring it to the Chamber office along with your payment or register online at www.chinovalleychamber.com/business-expo. Please print legibly.

Retain a copy of the application and event policies for your records.

Chino Valley Chamber of Commerce 13150 Seventh Street, Chino, Ca 91710. 909-627-6177.

ldivens@chinovalleychamber.com

Sponsor Name: _____ **Telephone:** _____

Contact Name: _____ **Address:** _____

Email Address: _____ **City/Zip:** _____

Product/Service to be exhibited: _____

Seller's Permit: If you will sell products, you must attach a copy of your valid California Seller's Permit and display a copy in your booth at all times.

Liability Insurance is required: All exhibitors must furnish a Certificate of Liability Insurance with additional insured endorsement no later than September 19th. See Liability/Security on reverse.

Sponsor Booth: 10' x 10' Space, 8' Table, 2 Chairs, Tablecloth, Canopy	<input type="checkbox"/> Presenting Sponsor \$5,000	<input type="checkbox"/> Gold Sponsor \$3,000	Electricity (Check with Chamber for availability) <input type="checkbox"/> \$50	Booth Number (Check with Chamber For availability)
	<input type="checkbox"/> Silver Sponsor \$2,000	<input type="checkbox"/> Bronze Sponsor \$1,000		
	<input type="checkbox"/> Supporting Sponsor \$500	<input type="checkbox"/> Prize Sponsor \$100+		

All Sponsorship materials must be received by September 19th in order to be included on posters and banners. For information on booth space, entertainment or any other Expo related questions, please call the Chino Valley Chamber at 909-627-6177 or email ldivens@chinovalleychamber.com

Sponsors will have their logos displayed on the Business Expo webpage throughout the year.

<http://www.chinovalleychamberofcommerce.com/business-expo/>

Booth space includes a marked space in the Sponsor section near the stage. Sponsor must bring all equipment necessary to set up their booth within the marked space. All sponsor spaces will be filled at registration on a first come, first serve basis. Payment must accompany application.

PAYMENT INFORMATION: Make checks payable to "CVCC" or complete the following:

☐ VISA

☐ MASTERCARD

☐ AMERICAN EXPRESS

☐ DISCOVER

Acct. No.: _____ Expiration Date: _____

3-Digit Code on back of card: _____ Name on the Card: _____

Authorized Signature: _____

BUSINESS EXPO EVENT POLICIES

DATE/TIME/LOCATION

1. The 2018 Business Expo will be held on City Center Drive at The Shoppes at Chino Hills.
2. Expo Kick-Off Mixer is Thursday, October 18th from 5:00 p.m. – 7:00 p.m. at the Expo site. This is your opportunity to network with Chamber members, local dignitaries, Expo exhibitors and invited guests.
3. On Saturday, October 20th, the Expo hours are 10:00 a.m. to 2:00 p.m. **Booth set-up may begin at 7:00 a.m. and must be completed by 9:30 a.m.** The road will be closed to vehicles, beginning at 8:30 a.m.

LIABILITY/SECURITY

1. The Chino Valley Chamber, City of Chino Hills and Sponsors (hereafter known as “Event Organizers”) are not responsible for any loss or damage to any equipment and/or display items. Event Organizers assume no liability for any product, service, misrepresentation or mishap due to neglect or oversight on the part of exhibitors.
2. The Chamber’s Liability Insurance does not cover your liability for lost or stolen property. **All exhibitors must furnish a Certificate of Insurance listing an “Additional Insured” endorsement to read: Chino Valley Chamber of Commerce, 13150 7th Street, Chino, Ca 91710 and City of Chino Hills, 1400 City Center Drive, Chino Hills, Ca 91709. Failure to supply said insurance endorsement may result in booth cancellation.**

EXHIBITOR EQUIPMENT SET-UP & REMOVAL

1. Each regular exhibitor booth will be numbered. A site layout will be provided to help you locate your assigned booth or space.
2. All booth materials must be within the assigned booth area. No articles may be placed in front of booths or in aisles where they might be a trip hazard.
3. Regular Exhibitor Fee includes one 10’ x 10’ space, one 8’ table, and two chairs. No additional equipment will be provided.
4. Exhibitors must bring any and all equipment needed for their booth including canopies, extra tables, extra chairs, signage, banners, etc.
5. Exhibitors must confine their display items and activities to their assigned exhibitor space.
6. Booth takedown may not begin prior to 2:00 p.m. All exhibitor equipment/materials must be removed by 4:00 p.m.
7. Exhibitors utilizing helium tanks MUST maintain a properly rated commercial fire extinguisher that has been charged within the last 12 months. Helium tanks must be strapped to booth piping to prevent accidents (per Fire Department)
8. Subleasing of booths is not permitted. If you are interested in sharing a booth, contact the Chamber. An additional \$25 fee will be charged to cover the cost of processing two sets of paperwork, insurances, faxes, e-mails, signage, etc.

ELECTRICITY

1. Electricity will be provided to exhibitors at an additional charge, in selected locations only. **Electricity must be contracted for in advance, on Page 1 of this application.**
2. Exhibitors must provide their own surge protectors, strip plugs and 50’ heavy-duty extension cords (16 gauge min 3), and a commercial fire extinguisher that has been charged within the last 12 months.

PARKING/LOADING

1. Loading and unloading space will be available at the south end of City Center Drive. It is recommended that vendors park in the parking structure just south of the event.

ADVERTISING/DISTRIBUTION OF MATERIALS

1. To avoid congestion, all fliers, literature, products, etc., should only be distributed from exhibitor’s assigned booth. Anyone distributing materials outside of their booths will be considered trespassers and asked to leave by security.
2. If products are to be sold, a copy of exhibitor’s State of California Seller’s Permit must be submitted with the Expo application

FOOD & ALCOHOL

1. No food or drink of any sort may be sold or given away at the booths unless it is approved in advance by the Chamber. Additional health permits may be required.

WASTE

1. Trash receptacles will be available for disposal of litter. Large dumpsters are available on the premises. All materials must be removed from the booth or space prior to leaving.
2. All medical, biological or hazardous waste must be removed from the Expo site by those exhibitors generating such material. Under no circumstances may such waste be left in any trash receptacle.

I have read and retained a copy of the above event policies and agree to abide by their terms.

Exhibitor Signature: _____

Date: _____



DATE (MM/DD/YYYY)

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HIOlder. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C,NO,EXT):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES:

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per-Person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EACH OCCURRENCE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> N/A						AGGREGATE \$
	(Mandatory in NH)						\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED; Chino Valley Chamber of Commerce 13150 7th Street, Chino, Ca 91710

Chino Dunhill, LLC; Dunhill Partners, LLC and DPM Pacific, Inc. its officers, agents, employees, divisions, subsidiaries, shareholders, partners & affiliated companies & all their respective successors per endorsement BP 145 NPP (06-10) is named additional insured as respects to the Chino Valley Chamber of Commerce Business Expo on October 20, 2018.

Event Location: The Shoppes at Chino Hills, 13920 city Center Drive, Chino Hills, Ca 91709, The corner of Grand & Peyton Avenues.



CERTIFICATE HOLDER

CANCELLATION

Chino Valley Chamber of Commerce
13150 Seventh Street
Chino, Ca 91710

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, BOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE