

BUSINESS EXPO EVENT POLICIES

DATE/TIME/LOCATION –

1. The 2019 Business Expo will be held on City Center Drive at The Shoppes at Chino Hills.
2. Expo Kick-Off Mixer is Thursday, October 17, 2019 from 5:00 p.m. – 7:00 p.m. This is your opportunity to network with Chamber members, local dignitaries, Expo exhibitors and invited guests.
3. On Saturday, October 19, 2019, the Expo hours are 11:00 a.m. to 3:00 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 the 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 3:00 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 \$25.00 fee will be charged to cover the cost of processing two sets of paperwork, insurances, faxes, emails, 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 the Application form.**
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 booth 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: _____