

THE MARSHALL COUNTY CHAMBER OF COMMERCE PRESENTS:
Former WV Penitentiary – Moundsville Center (North Gate Entrance) 8th Street, Moundsville, WV

2024 BUSINESS & HEALTH EXPO
(AGREEMENT FOR EXHIBIT SPACE)
March 1st & 2nd TWO DAY EVENT

Event Times: Friday, 4pm – 8pm * Saturday, 10am – 5pm

***Set Up Times: Thursday February 29th 9am-7pm**
(Thursday February 29th, Business After Hours 5-7pm), 9am-2pm Friday March 1st

Exhibitor's Company Name: _____

Exhibitor's Business Address: _____

Person to Contact: _____ Email: _____

Exhibitor's Business Phone: _____ Fax: _____

Type of Product to be Exhibited: _____

Base Cost: 8 x 10 Booth Space: **(\$190 for Chamber Members; \$240 for Non-Members; \$190 for Non-Profits)** \$ _____
***Chamber dues must be current to receive chamber rate.**

Additional Tables: (\$10 per 6 ft. Table) (Each booth space includes 1 6ft. Table.) \$10 X _____ tables + \$ _____

Additional Spaces: \$ _____ x _____ spaces + \$ _____

Total Cost: *Payments are due with application* \$ _____

Electric needed: yes or no (please circle)

Table Skirting needed: yes or no (please circle)

Booth locations will be determined by the Marshall County Chamber of Commerce

Exhibitors are responsible for own extension cords. Table skirting is provided upon request.

Please remit total cost of the exhibit space with your signed contract to reserve your booth.

Please sign below & return original copy to Marshall County Chamber of Commerce.

I AGREE TO ABIDE BY THE RULES & REGULATIONS GOVERNING THE BUSINESS & HEALTH EXPO.

Signed: _____ Title: _____

Date: _____

All registrations should be received by the Chamber Office no later than **February 23rd, 2024.**
Marshall County Chamber of Commerce, 609 Jefferson Avenue, Moundsville, WV 26041 **304.845.2773**

During Set Up: Set up/Drop off inside

During Event: Handicap Parking inside ONLY. PARK Outside Penitentiary, Shuttle Bus Available.

Rules & Regulations Governing 2024 Business & Health Expo



March 1st & 2nd

EACH LESSEE is required to keep at least one attendant in its booth during all Show hours.

PAYMENT FOR DISPLAY SPACE: **Payment is due in full** with return of signed contract.

SPACE RENTAL INCLUDES: 1- 8x10' booth * 1 Free 110 Duplex Electrical Outlet * Free Drapery Service * 1- 6ft. Table * 2 Chairs * 24 Hour Security * Extensive Marketing & Media Campaign * Easy Installation & Removal of Exhibits. Extra 6ft. tables are available for an additional fee of \$10 per table.

ARRANGEMENT OF EXHIBITS: The standard height for backwalls is 7'. The full height of the backwall may extend forward one-third of the booth depth along each side of the booth. A Lessee using a backwall in a booth bounded by three aisles must keep the length of the backwall not longer than one-half the width of the booth and keep it centered. Side rails separating booths may not exceed 42" in height. Display material exposing an unfinished surface to neighboring booths is not permitted.

INSTALLATION AND DISMANTLING: Periods in which installation and dismantling of exhibits may begin and must be completed shall be as follows:

INSTALLATION: 9am – 7 pm Thursday February 29th

9 am – 2 pm Friday March 1st

DISMANTLING: 5pm – 6pm Saturday March 2nd

The deadline for clearance of all materials from the NCLETTTC Building will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment of such items.

The Marshall County Chamber of Commerce reserves the right, with **no liability** whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirement, or to order such work to be done at the sole expense of the exhibitor.

SAFETY, FIRE, HEALTH, & APPLICABLE LAWS: The Lessee shall assume all responsibility for compliance with local, city, state, federal safety, fire, health, and other ordinances and laws, regarding installation or operation of equipment, displays and exhibit materials. All displays, exhibit materials, and equipment must be protected by safety guard and fireproofing to prevent fire hazards and injury to any person. No HVAC equipment will be allowed unless provided by the Show Committee.

All electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates neglect in complying with these regulations, or otherwise presents a fire hazard or danger, the Show Committee may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.

CANCELLATION, REDUCTION, OR WITHDRAWAL: Subject to the following conditions, a Lessee, by giving notice of intention in writing, may cancel, reduce his space requirement, or withdraw from the Show: After application is received and accepted prior to **February 23rd** refunds will be given less a **\$75** processing fee.

In the event that said notice of intention to cancel, reduce space, or withdraw. No full or partial refunds will be given after February 23rd for any reason whatsoever.

Show Management may reassign space made available due to cancellation, reductions, or withdrawals.

DEFAULT OF OCCUPANCY: Any Lessee failing to occupy space contracted for is obligated to pay the full rental cost of such space. In the event the exhibitor fails to install his display within the time limit set for opening the Show, or fails to pay the rental at the time specified, or fails to comply with any provisions concerning his use of display space, the Show Committee shall have the right to take possession of said space and resell same, or any part thereof.

NOISE: Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public address systems, or any noise making machines must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the Show Committee. The Show Committee reserves the right to restrict displays which for any reason become objectionable and to prohibit or remove any displays which, in the opinion of the Committee, detract from the general character of the Show.

SUBLETTING OF SPACE: The Lessee agrees not to assign, sublet, or apportion space, or any part thereof allotted to him without permission of Show Management. No Lessee will be permitted to display his products or services outside the confines of his assigned booth space in the exhibit hall with Management permission.

OPERATION RESTRICTIONS: No firm or organization not assigned space in the Home & Business Show will be permitted to solicit business within the exhibit area. Trade publications are prohibited from soliciting subscriptions or advertising except in their respective booths.

The sale of food, beverages, and alcoholic beverages by exhibitors in any part of the NCLETTTC Building is forbidden. The use of live animals, live models, performers, and similar persons within the exhibit area for demonstrations, explanations, etc. shall be subject to the approval of the Show Committee.

CARE OF BUILDING & EQUIPMENT: Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the NCLETTTC Building, or booth materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

EXHIBITOR'S AUTHORIZED REPRESENTATIVES: Each exhibitor shall provide the Show Committee, in advance, the name and title of the person who will be in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible.

LIABILITY & INSURANCE: Neither the Marshall County Chamber of Commerce, as sponsors, the Show Committee, service contractors, NCLETTTC Building personnel officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft or damage by fire, accident, weather, vandalism, or other causes. Moundsville Lion members are volunteering day and night; however, the Show Management cannot be held responsible for the exhibitor's property, whether located at his exhibit or anywhere else inside or outside of the NCLETTTC Building. Small and especially valuable materials should be safely package away by the exhibitor during the hours when his exhibit is not manned. If the exhibitor feels that he needs additional protection to cover the hazards involved in the preceding paragraph, then he should take out his own insurance.

All property of the exhibitor will remain under his custody and control in transit to, from, and within the confines of the NCLETTTC Building, subject to the rules and regulations of the event. Exhibitors are advised to carry appropriate insurance to cover display materials against damage and loss, and public liability insurance against injury to the persons and property of others.

GIVE-A-WAYS MUST BE REGISTERED: All exhibitors must register "give-a-ways" with the show office prior to the opening of the show and be prepared to prove that "give-a-ways" were in fact distributed as promoted.

AGREEMENT: By signing the contract, the exhibitor agrees to abide by these Rules and Regulations and the decisions of the Show Committee.

GENERAL: All matters and questions not covered by this Agreement, and interpretations of the Agreement, are subject to the decision of the Show Committee. All amendments, additions, or interpretations that may be so made shall be as equally binding on all parties as the original Agreement. The Show Committee reserves the right to prohibit solicitations that are contrary to the intent of the Show. The Marshall County Chamber of Commerce is also held harmless for all personal or property damage liability claims resulting from the activities of the vendor.

CANCELLATION BY CHAMBER: In the event that the Business & Health Expo is cancelled by the Chamber due to conditions beyond its control and occurring without its fault or negligence, including, but not limited to, inclement weather, operation of forces of nature, fire, and other acts of God, no refunds shall be given to Lessees and the Chamber shall not be liable for any claims relating to damages resulting from said cancellation.