

2023
Greater Houlton Chamber of Commerce
Southern Aroostook Recreation & Trade Show
April 15&16
John A. Millar Civic Center
Community Park – Houlton, ME

CONTRACT

Business Name: _____

Mailing Address: _____ Town _____ St _____ Zip _____

Telephone Number: _____ Email _____

Type of Trade or Business to Display: _____

Please use the following booth information to determine your needs:

First Booth Space \$150.00 _____

One Booth Space (Non-Profits only) \$ 75.00 _____

Additional Spaces \$100.00 ea. _____

Electrical Outlet- no charge but please request 2 days prior to show _____

No charge for Internet Access or 1 table with 2 chairs

Total Space Cost: _____

Chamber Members subtract 10% from total space cost _____

Total Space Cost minus discount _____

Chamber members may choose to be billed for booth space.
Please check here if you would like to choose that option. _____

TRADE SHOW RULES AND REGULATIONS

- Exhibitor Space measures 100 square feet
Booths are 10' X 10"
- Exhibitors must stay within the boundaries of their assigned space unless otherwise agreed upon by the organizer
- All tables must be covered. Table skirting is provided.
- There will be NO smoking and no open flames such as candles within the building.
- Exhibitors will be allowed to sell their product during the show, assuming full responsibility for those sales and monies.
- Sharing space with another vendor is NOT allowed.
- The Greater Houlton Chamber of Commerce and the Trade Show Committee reserve the right to have exhibitors remove any item(s) that may be deemed offensive. Selling of raffle tickets must be done in exhibitor's space only. Selling in aisles is prohibited.
- **The booth must be attended by the exhibitor or his/her representative at all times.**

SET UP AND TEAR DOWN TIMES AND DATES (BOOTH AREA)

- SET UP – Friday, April 14, 9 am~5 pm unless other arrangements are made.
- TEAR DOWN – Sunday, April 16 after show has ended and Monday, April 17.
- All exhibits must be set up by 8:00 am on Saturday, April 15.
- Doors will open to Exhibitors at 7:00 am on April 15 and 8:30 am on Sunday, April 16.
- The Trade Show will be open to the public from 8am~4pm April 15 and from 9:00am ~ 3pm on Sunday, April 16.
- If exhibitor fails to appear by 8 am on Saturday, April 15 without cause, the exhibitor forfeits the space and all fees paid.
- NO EARLY TEAR DOWNS are permitted for any cause. Tear down cannot begin until the show closes at 3pm on Sunday, April 16.

BOOTH ASSIGNMENT

- Booth space is reserved on a first come, first served basis. Please refer to the accompanying map for space locations. Booth assignment is subject to Trade Show Committee approval.

BOOTH SIZE

- Each space is 10'X10'.
- Any exhibitor requiring space over and above these dimensions must receive approval prior to set up from the Trade Show Committee.

ADVERTISING and PROMOTION

- All forms of professional literature may be distributed.
- Slides, movies or microphone presentations must have a volume level set so that it will not affect or be annoying to other exhibitors.
- The Trade Show Committee will approve all such devices prior to set up.
- The Trade Show Committee reserves the right to restrict the use of glaring or objectionable lighting effects.

ALCOHOLIC BEVERAGES and FOOD SALES

- Storage, consumption or distribution of alcoholic beverages in the exhibitor's space is strictly prohibited.

- Sales of food is limited to bake sale type items. The Civic Center has the exclusive right to lunch type items.

INSURANCE AND PROTECTION

- The Greater Houlton Chamber of Commerce or their employees, will, under no circumstances, be liable for any losses, injuries or damage sustained to or by any exhibitor, their agents and servants while utilizing the John Millar Civic Center. All risks of loss, injury, damage or destruction to exhibitors and/or exhibits are assumed in full by the exhibitor or their agent.
- Participants in the Trade Show must maintain and be prepared to show proof of premise liability insurance. Exhibitors must be prepared to show proof of such to the Greater Houlton Chamber if requested
- All exhibitors will be responsible for their own exhibit space until the public has left the building after closing at night. The building will be locked at night so that no can enter to disturb displays. Security will be provided by the Greater Houlton Chamber of Commerce or their agents.

COMMITTEE INTERPRETATION OF RULES AND REGULATIONS

- The Trade Show Committee will have the final say in all interpretations of rules and regulations governing the show.

ELECTRICAL

- Please indicate on the reverse side of this contract, your electrical needs.

100% OF CONTRACT PRICE IS DUE BY April 1, 2023 unless other arrangements have been made with the Chamber of Commerce.

Signature: _____ Date: _____

Contact Person for Event: _____ Phone Number _____

TRADE SHOW MAR 2023

85' X 200'
FLOOR SPACE

