

Date received: _____
Fee paid: _____
Certificate received: _____

Booth No.: _____
No. of booths: _____
Electric needed: _____

MANHATTAN CHAMBER OF COMMERCE 2010 BUSINESS EXPO

I (We) hereby contract for space(s) at the Manhattan Chamber of Commerce Annual Business Expo, April 17, 2010, from 9 – 1 p.m. at Wilson Creek School, 25440 S Gougar Rd., Manhattan, IL (**please note place change**). Set up time is Friday April 16, 2010 from 5 – 8 p.m. Appropriate fees must accompany the signed contract. To guarantee that all exhibitors will be included in advertising and promotional materials, the registration deadline is **March 15, 2010**. Booths will be assigned on a first come, first-served basis with a consideration given to overall product mix and consumer needs. Exhibitors are subject to the attached rules and regulations governing the 2010 Business Expo and signature acknowledge receipt. **A Certificate of Business Liability Insurance covering the exhibit for a minimum of \$100,000.00 must be received by March 15, 2010**. Cancellation refunds will not be granted after March 15, 2010. Return the signed contract and appropriate fees to:

Manhattan Chamber of Commerce
PO Box 357
Manhattan, IL 60442

COST PER 10' X 10' BOOTH SPACE (Each booth is provided with one table and two chairs.)		AMOUNT
Chamber Member Booth Charge	\$100.00	_____
Non-Chamber Member Booth Fees Charge (Non-member fees include membership for 2010)	\$250.00	_____
Late fee after March 15, 2010	\$ 25.00	_____

Door prizes – Please call the chamber office with your donation information.

Food Vendors need to fill out Temporary Food Events application and take to the Will County Health Dept. and get permit. **MUST HAVE FOR THE EVENT.**

SPECIAL REQUEST		
Electricity (Limited to first come first-served basis)	\$50.00 YES NO	_____
TOTAL ENCLOSED		_____

Due to electrical limitations at Wilson Creek School, one electrical item per booth, please list type of item to be plugged in: _____

For layout purposes, describe type of business: _____

Please describe exhibit (list items over 100 lbs.) or Expo Food booth menu: _____

No goods or services other than those specified above shall be exhibited, and no business of any other nature shall be transacted. The undersigned exhibitor agrees that it will, at all times after the date of the agreement, save Manhattan Chamber of Commerce and Wilson Creek School harmless and keep said indemnified (a) From and against all costs, claims, expenses and damages, including export and attorney's fees, arising from the operation by the exhibitor of a booth at the Business Expo on April 17, 2010, and (b) By reason of any action or other proceeding which shall or may be brought or instituted against the said Manhattan Chamber of Commerce and Wilson Creek School for or in respect to operation of said booth at said Expo concerning its stock in trade, effects and premises, or for or in respect of the recovery of the several sums of money which might be due and owing from the exhibitor in respect of their operations including all cost, claims, expenses and damages.

Name: _____ Company: _____

Address: _____ Phone: _____

Authorized Signature: _____ Date: _____