



### **Rancho Mirage Chamber of Commerce Block Party Exhibitor Agreement and Application**

Exhibitor Agreement Guidelines and Event Information To exhibit, the exhibitor must agree to the following, with representative's signature required on below registration form.

1. Participation is subject to the approval of the Rancho Mirage Chamber of Commerce.
2. Participant agrees to abide by all City, Fire Department, Health Department, and Chamber of Commerce rules and regulations.
3. Set-up time is 4:00 pm on Tuesday, October 24. There will be \$150.00 penalty charged to any exhibitor who tears down before 8:00pm. All take down of exhibitor booth MUST begin after 8:00 pm.
4. Chamber will be assigning booth spaces and vendors to ensure proper placement based on needs, sponsorship, booth requested and overall mix of businesses and industries. Chamber will base placement on the time registration is received and will do its best to accommodate needs. Businesses MUST NOT change booth assignments.
6. Exhibitors must remain in their designated booth space. All equipment and promotions must fit inside the booth area.
7. Requests for additional tables and chairs can be accommodated for set fees. Requests must be made to the Chamber Office by October 17, 2017.
8. Participants are encouraged to provide free gifts, giveaways, drawings, etc. Your booth is your promotional space. Have fun, and stand out. If a drawing is being done at your booth, you are responsible for its facilitation and to notify winners.
9. Spaces include 2 chairs and a 6' table. Booth space is 10X10. Draping is NOT provided. Exhibitors are responsible for their exhibit set-up, etc.
10. No loud music or intrusive behavior will be permitted. No more than four (4) booth assistants per booth.
11. Exhibitors are responsible for having proper materials, and helpers to load, unload and set-up booths by 4:00PM .
12. No handouts, flyers, or other promotional items will be allowed other than in space area. Business cards are encouraged.

All payments must be made no later than October 17, 2017 or your space may be forfeited.\*

Business Name:

Contact Person:

Address:

Phone:

Mobile:

Email:

Product or Service to be promoted:

Signature: \_\_\_\_\_

Signature confirms that representative has read the above guidelines and provided method of payment information below.

Payment Type:

Check Enclosed \_\_\_ Credit Card # \_\_\_:

Expire:

Name on Card:

cvv #:

Billing zip code ( for your card) :

Please Circle Your Purchase

Standard Size Booth ( Member) : \$100.00

Standard Size Booth ( Non-Member): \$200.00

Additional Equipment Request 6' Table & Chair \$15.00 Each

( Please list how many extra table and chairs you are requesting. )

Total: \_\_\_\_\_