



April 26, 2011

To: Exhibitors of the Spencer Chamber Home and Holiday Show

Re: 2nd Annual Spencer Home and Holiday Show –LOCAL Show from your LOCAL Chamber.

This is your opportunity to secure your reservation for the 2nd Annual Spencer Chamber Home and Holiday Show. As a chamber member benefit, we offer this advanced opportunity to reserve exhibit space prior to availability to the general business community.

The show will be held November 11, 12 & 13, 2011, at the Southpark Mall, Highway 71 South, Spencer, Iowa. Exhibitors shall be provided with a 7-foot deep by 10-foot wide booth, including back and side drops.

Tables and chairs are the responsibility of the exhibitor, and are available for rent at the Southpark Mall: (712) 262-9030; and Spencer Office Supply: (712) 262-4264. An extensive advertising campaign is slated in both print and radio media.

The following information includes dates, time, and pricing information:

Show Dates:	Friday, November 11	1pm – 9pm.
	Saturday, November 12	10am to 6pm
	Sunday, November 13	12pm to 5 pm

Booth Fee:	Chamber Members	Non-Members
Each booth	\$150	\$200
Early Bird Registration*	\$135	\$185

(*payment received by August 2, 2011)

Electricity provided free of charge.

Action Dates:

Early Bird Registration	August 2, 2011
Booth reservation required by:	October 10, 2011
Cancellation date for refund:	October 30, 2011
Booth assignments made:	November 1, 2011
Booths available for setup after 4 p.m.:	November 10, 2011

Additional Information:

•Due to the large demand for booths, reservations are made on a **FIRST PAID, FIRST ASSIGNED BASIS and NO ONE IS GUARANTEED the same spot from year to year** - as electricity use and etc. changes. Chamber members must be in good standing at time of sign up to receive discount. Sub-letting is not permitted; anyone found doing this will forfeit their booth rental and be asked to leave. If you own/manage two businesses, two separate booths must be purchased. **NO FAXES. FULL PAYMENT MUST ACCOMPANY CONTRACT.**

*One Business **OR** non-profit organization per booth.

•Cash sales allowed by exhibitors at the 2011 Home and Holiday Show within the confines of exhibitor's booth

*No solicitation outside of exhibitor's booth area.

•Exhibitors are prohibited from offering food or drink to the public in their booths. unless prior approval given by Home and Holiday Show Committee.

•**Mall Staff will be available Friday, November 11, to assist with any special electrical needs.**

•**All booths must be staffed during all hours of the show.**

*Fliers & other informational material is restricted to the confines of your booth

•Contact Becky Fear-Hatting, Chamber Program Director, at (712) 262-5680, with any additional questions.

Thank you for your interest and support of the Spencer Chamber Home and Holiday Show!

Please complete the contract and return it with FULL payment to: Chamber Home and Holiday Show, Box 7937, Spencer, IA 51301.

Exhibitor's Contract

Spencer Chamber of Commerce

2011 Home and Holiday Show

Contract made between the Spencer Chamber of Commerce, Spencer, Iowa herein referred to as promoter, and (contact person's name) _____,
(company) _____,
(address) _____,
(city, state, zip) _____,
(telephone) (_____) _____, herein referred to as exhibitor.

Second Annual Home and Holiday Show

The promoter shall hold its 2nd Annual Home and Holiday Show beginning Friday, November 11, 2011 ending Sunday, November 13, 2011 pursuant to the terms and conditions of this contract.

Exposition Facility

The exposition facility for the 2011 show will be the spacious Southpark Mall, Highway 71 South Spencer, IA.

Exhibition Space

Number of spaces needed by exhibitor _____.

Booth size: 7' deep by 10' wide by 8' high. No exceptions granted unless pre-approved. Promoter agrees to furnish back and side drops.

Description of Exhibit: _____

Electricity: (Circle one) **Yes** **No** **If yes, how many outlets would be adequate?**
(3 max.) _____.

What will outlets be used for and how many amps are needed? Specify. This is required! _____.

No more than four (4) spotlights will be permitted. Electricity will be available on Saturday morning.

Internet Access/Hook-up: Yes _____ No _____

Wi-Fi is available at Southpark Mall however it must be requested in advance. All hardwire connections are the responsibility of the exhibitor through their internet provider.

If wired Phone Service is needed it is the responsibility of the exhibitor to arrange for service at its expense.

Satellite Dish Hook-up: Installation must be pre-approved 2 weeks prior to the show with the Mall Office.

Tables & Chairs: Exhibitor's responsibility. Tables may be rented through Southpark Mall and Spencer Office Supply. Chairs are also available for rent through Spencer Office Supply.

No food or drink may be served. Exhibitors are prohibited from offering food or drink in their booths; unless exhibitor has obtained prior approval from the Home & Holiday Show Committee.

Additional Information:

•Due to the expected high demand for booth space, reservations are made on a **FIRST PAID, FIRST ASSIGNED BASIS** and ***NO ONE IS GUARANTEED the same spot from year to year*** - as electricity use and etc. changes. Chamber members must be in good standing to receive discount. **NO FAXES. FULL PAYMENT MUST ACCOMPANY CONTRACT; no receipt will be issued – your check is your receipt.**

*One Business **OR** non-profit organization per booth. Sub-letting is not permitted; anyone found doing this will forfeit their booth rental and be asked to leave. If you own/manage two businesses, two separate booths must be purchased.

•Cash sales allowed by exhibitors at the 2011 Home and Holiday Show within the confines of exhibitor’s booth

*No solicitation outside of exhibitor’s booth area.

•Exhibitors are prohibited from offering food or drink to the public in their booths, unless prior approval given by Home & Holiday Show Committee.

•**Mall maintenance staff is available Friday, November 11, 2011 to assist with any special electrical needs.**

•**All booths must be staffed during all hours of the show.**

•Security gates leading to the east and west wings of the mall will be locked outside of show hours therefore no access will be allowed to exhibitors in those areas after hours.

*Fliers & other informational material is restricted to the confines of your booth

•Contact Becky Fear-Hatting, Chamber Program Director, at (712) 262-5680, with any additional questions.

Door Prizes

No stickers are allowed for distribution. Exhibitor may choose to give door prizes at their booth.

Booth Rental Costs

For the use of booth(s), exhibitor shall pay the promoter the sum of \$_____.

(See letter for charges.)

Enclosed is the full amount for booth rental: \$_____.

(Fee must accompany contract to reserve booth and your payment will be your receipt)

Failure to Hold Show or Provide Space

Should the promoter fail to hold its annual Home and Holiday Show as herein provided, or to furnish exhibitor the space herein described, it shall promptly refund to exhibitor all sums paid hereunder, and such refund, shall be accepted by exhibitor in full settlement of all loss or damage suffered by exhibitor.

Contract Includes Rules and Regulations

The rules and regulations set forth, which accompany this agreement, are hereby incorporated in and made a part of this contract and shall be binding on the parties hereto. The Home and Holiday Show reserves the right from time to time to amend or supplement said rules and regulations, and to adopt and promulgate additional rules and regulations applicable to shopping center premises.

Signed this _____ day of _____, 2011.

_____ - Spencer Chamber of Commerce
(Exhibitor) (Promoter)

Please return signed contract with payment to Spencer Chamber of Commerce, Box 7937, Spencer, Iowa, 51301-7937

Rules and Regulations

Spencer Chamber of Commerce

2011 Home and Holiday Show

1. **Management and Supervision:** The Home and Holiday Show shall be governed by the rules and regulations of the Spencer Chamber of Commerce, the promoter of the show.
2. **Installation and Dismantling of Exhibits:** Exposition facility will be available to exhibitors on November 10, 2011, after 4 p.m. for installation work. **All large items, such as hot tubs and items exceeding 6' in width must be installed no later than 5 p.m. Thursday, November 10, 2011.** All exhibits must remain within the 7' deep by 10' wide by 8' high space allotted each exhibitor. All exhibits must be fully installed by 12pm Friday, November 11, 2011. After this hour, no installation work shall be allowed without special permission from the promoter.
Take down of exhibits shall not commence prior to 5 p.m. Sunday, Nov. 13, 2011 and must be completed by 7 p.m. unless special arrangements are made with the mall management.
3. **Home & Holiday Show Hours:** The Show will officially open and close as follows:

Friday, November 11	1pm – 9pm
Saturday, November 12	10 a.m. to 6 p.m.
Sunday, November 13	Noon to 5 p.m.

All materials brought for each exhibit must be removed from the hall by the 7 p.m. deadline.
4. **Assignment and Use By Others:** No exhibitor may assign his contract for exhibit space or permit any other person to use any part of such space without the express written consent of the promoter.
5. **Rejection of Exhibits:** The promoter reserves the right to reject or prohibit any exhibit, proposed exhibit or part thereof, for any reason or for no reason, including, without limitation, any person, article, conduct, printed matter, catalog or souvenir, that in its opinion, is not safe or is not suitable to and in keeping with the character of such exhibition.
6. **Hold Harmless and Indemnity:** Each exhibitor must take provision of safe-guarding exhibitor's goods from the time they are placed in exhibitor's booth until they are removed by exhibitor. Exhibitor should be respectful of mall tenants and other exhibitors regarding noise and activity at booth. The promoter will not be responsible for, and/or guarantee to exhibitor, the safety of exhibit material against fire, theft, accident or loss or injury whatsoever. It is agreed that the exhibitor will assume all liability for damage to exposition facility by reason of exhibitor's exhibit, and shall indemnify and hold harmless the promoter, including providing cost of defense, for any damage or cause of actions which might ensue by reason of exhibit or presence at the Home and Lifestyles Expo, resulting from any harm arising out the negligence of the exhibitor's agents or employees, and shall reimburse the promoter for any loss or expense incurred by the promoter or exposition facility by reason of such negligence.
7. **Failure to Occupy Space:** If the space assigned to exhibitor is not fully occupied by 12pm, Friday, November 11, 2011, the promoter may, at its option, terminate this contract and reassign the space to another exhibitor. No exhibitor shall be entitled to any refunds by reason of the above, or otherwise, for a contract terminated after 10/30/2011.

All state, safety and local fire codes are the minimum requirements of this show. In addition, **PROPANE TANKS, FLAMMABLE LIQUIDS OR HAZARDOUS CHEMICALS WILL NOT BE PERMITTED DUE TO INSURANCE REQUIREMENTS.**

Exhibitor should retain this copy of rules and regulations for future reference.