

Guidelines

Don't delay! Booth space will be assigned on a first come, first served basis with preference given to Chamber members.

1. Subletting of booth space is not allowed. All booths must be staffed during Expo hours.
2. Sound emitting equipment is permitted, but please respect neighboring booths.
3. Each exhibitor is entitled to a reasonable sight line from the aisle. Booth displays must not exceed a height of 48" within the front two feet of booth space. Displays must not protrude into the aisle.
4. Signs must be kept within booth confines.
5. Contests and drawings are permitted. Exhibitor must notify winners. If you have a special event or drawing planned, please contact The Chamber in advance for additional advertising opportunities.
6. Limit one independent consultant per home-based sales business (i.e. Pampered Chef), first come, first served.
7. Exhibits and materials cannot be disassembled before 3 p.m. on the day of the Expo.
8. No merchandising or "sampling" of food or beverages will be allowed without Expo committee permission.

Donate

Promote your business by donating a door prize; please indicate on the registration form. Drawings will be held throughout the day. *Note: vendors, their employees and families are not eligible for grand prize.*

Demonstrations

Showcase a product or service by holding a demonstration or seminar. This opportunity is free to all vendors, first come, first served. Call 763-438-5163 or email chamber@stfrancischamber.org to learn more.

**Food and beverage vendors will be on site for exhibitors and customers.
No outside food or drinks allowed.**

Questions? Call 763-438-5163

2012 St. Francis Area Business & Community Expo Registration

Return completed form with full payment by March 15 to reserve your spot and a listing in the Expo program. Booth space is assigned on a first come, first served basis with preference given to Chamber members. A confirmation letter with your booth assignment will be sent in the mail approximately two weeks prior to the Expo.

Business Name: _____

Contact Person: _____

Address, City, Zip: _____

Phone: _____ Email: _____

Fax: _____ Minnesota Sales Tax No. (if selling product) _____
Include MN Tax Exempt Form ST19

- I am a Chamber member in good standing. Registration fee: \$175 per booth
2012 Chamber dues must be current, or are enclosed. \$ _____
- I am not a Chamber member but would like to join. I have enclosed \$325 which includes
annual membership dues (\$150) and Expo registration (\$175)—an \$80 savings! _____
- I am not a Chamber member and do not wish to join at this time.
Registration fee: \$255 per booth _____
- I am a non-profit organization. Registration fee: \$175 per booth _____
- I will need one electrical outlet (110 volt). Fee: \$25 _____
- I will need one additional draped table. Fee: \$35 _____

Early Bird Discount: Deduct \$50 for signing up by March 15.

Full payment must be submitted with registration form and postmarked by March 15 to receive Early Bird and Chamber discounts.

Total Fee Enclosed \$ _____

**Please mail check to: St. Francis Area Chamber of Commerce, PO Box 655, St. Francis, MN 55070
or pay online at www.stfrancischamber.org**

I would like to donate a door prize. Item description: _____

By submitting this application, you agree to release, indemnify and hold harmless the St. Francis Area Chamber of Commerce, St. Francis High School, its members, directors, agents, representatives and employees against any and all costs, expenses (including attorney's fees) and liabilities whatsoever arising from this agreement of the exhibitor participating in the St. Francis Area Business & Community Expo. The Expo committee reserves the right to decline applications for exhibit space. The Chamber reserves the right to relocate or decline displays. No refunds after April 1.

St. Francis Area Chamber of Commerce

763-438-5163

chamber@stfrancischamber.org

www.stfrancischamber.org