



Terms of Contract for Exhibitor Booth Space 2024 River Valley Business Expo



1. **STATEMENT OF POLICY:** All exhibitors regardless of size will be given equal opportunity, within reason, to present and sell their product or service most effectively.
2. **CONTRACT:** This contract for space, the assignment of space, and full payment of rental charges together constitute the entire contract for the right to use space. Full payment for space and a signed application are required before the space assignment is made. Choice of location will be given when possible, but the right is reserved to adjust the floor plan for the good of all exhibitors. The Expo contract deadline is July 31, 2024.
3. **ACCEPTANCE:** An authorized signature on the official Expo contract form indicates the exhibitor has read, understands, and agrees to abide by all rules, regulations, and restrictions outlined in the contract and Expo brochure.
4. **USE OF SPACE:**
 - a. All aisles and spaces not leased to exhibitors shall be under the control of the Russellville Area Chamber of Commerce
 - b. All merchandise, displays, distribution of literature, demonstrations, and transactions shall be made inside the space contracted.
 - c. Standing in aisles or in front of booths of other exhibitors is strictly prohibited. Any undignified method of attracting attention will not be permitted. Exhibitors are not permitted to distribute stickers or other items which could be stuck to walls, floors, etc.
 - d. No exhibitor shall assign, sublet, or share the allotted space without the knowledge and consent of the Russellville Area Chamber of Commerce.
 - e. Exhibitors must sell/show only goods/services dealt in by them in the regular course of business and representatives must be from their firm.
 - f. No political activities may be conducted during the Expo. Political activities shall mean any communication made to any electorate in support of, or in opposition to, a ballot measure or candidate in any federal, state, or local governmental election.
 - g. All booths shall be staffed by at least one person at all times the show is open to the public including Expo Preview.
 - h. Exhibitors will be permitted to conduct retail sales at their booths per the following guidelines: All merchandise shall be inside the exhibitor's booths before the start of the event. Stock may be replenished throughout the day; dollies or equipment for use in the transportation of products are permitted.
 - i. Sale of food and beverages is not permitted; distribution of samples is acceptable. Individual merchants shall be responsible for all business transactions.
5. **CARE OF BUILDING AND EQUIPMENT:** Exhibitor shall not injure or deface the walls or floor of the building, the booths, or the equipment of the booths. Drilling of holes, attachments to or painting of floor, or any other defacements will not be allowed. Exhibitors wishing to lay any floor covering may not adhere to the floor. It is suggested that suitable protection be first laid down.
 - a. No helium balloons are allowed in the Coliseum.
 - b. No live animals are permitted in the Coliseum.
 - c. No live flowers with dirt or water are permitted in the Coliseum.
6. **LIABILITY DISCLAIMER:** The Russellville Area Chamber of Commerce, Expo sponsors, and Arkansas Tech University disclaims liability for damages or losses due to fire, theft, accident, vandalism, or other causes. The Chamber will not be responsible for electrical or other related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save, and hold harmless the Chamber, Expo sponsors,

Arkansas Tech University, Tucker Coliseum, and Expo service providers against any loss, damage, liability, or expenses arising out of any occurrence that arises out of exhibitor's occupancy and use of Expo premises during or after the period of the exhibition.

7. MOVE IN/OUT DATES/TIMES:
 - a. Move-in: All exhibitors will move in between the hours of 9:00 a.m. – 3:00 p.m. on Wednesday, August 14, 2024. All exhibits must be completed by 3:00 p.m.
 - b. Move-out: No exhibitor shall begin the break-down of their booth or removal of exhibit material until the show is officially closed on Thursday, August 15, at 3:00 p.m. All exhibits must be removed by 5:00 p.m., August 15, 2024. All exhibitors with goods not removed by that time will be charged for storage and handling and the Russellville Area Chamber of Commerce will not be responsible for stolen or lost merchandise.
8. CANCELLATIONS/REFUNDS: Exhibitors canceling on or before July 15, 2024, will be eligible for a full refund less a \$50.00 per booth processing fee. Exhibitors canceling from July 16, 2024 – July 30, 2024, will receive a 50% refund and exhibitors canceling on or after July 31, 2024, will not be eligible for refunds.
9. SOLICITATION: No person or persons, other than exhibitors, will be permitted to conduct business on the floor without the express permission of the Russellville Area Chamber of Commerce.
10. ELECTRICITY: 110 V electrical services are available. Electricity is available for a fee of \$50 per booth space with application before move-in day. No electricity will be able to be set up if not applied for before Monday, August 12, 2024.
11. DOOR PRIZES: All exhibitors are required to provide one door prize with a \$25.00 or higher value. These will be given out periodically during the day. You may also give away another door prize at your booth.