



## General Information

- WHAT:** 36<sup>th</sup> Annual Baytown Business Expo
- WHERE:** Baytown Community Center, 2407 Market St., Baytown
- WHEN:** Thursday, October 4, 2018  
9:30 a.m. – 2:00 p.m.
- WHO:** Baytown Chamber of Commerce Members
- HOW MUCH:** \$425 per booth beginning June 1<sup>st</sup> through June 30<sup>th</sup>  
\$450 per booth beginning July 1<sup>st</sup> through all sold
- SET UP:** Wednesday, October 3<sup>rd</sup>, 1:30 – 6:30 p.m.
- TEAR DOWN:** Thursday, October 4<sup>th</sup>, 2:00 – 6:00 p.m.
- BOOTH SPACE:** 8' x 10' booth with 1 table and 2 chairs, full skirting & drapes  
Name Sign included
- ESTIMATED ATTENDANCE:** 600 – 800 Visitors

DOOR PRIZES REQUESTED

AWARDS PRESENTED

ONE DAY SHOW

**THEME:** “I LIKE EXPO IN A SHOW! I LIKE EXPO IN A ROW!  
I LIKE EXPO HERE & THERE! I LIKE EXPO ANYWHERE!”

[This year’s show theme will be about storybook characters and is designed to have you bring a book with you that you are modeling your theme after. We will be donating the books to the United Way’s Children’s book campaign.]

**Your logo could go here!!**  
**Presenting Expo Sponsor Info –**  
**contact rikki@baytownchamber.com**



Thursday, October 4, 2018

Please accept this application for \_\_\_\_\_ exhibit space (s) @ \$\_\_\_\_\_ per booth. Each booth is 8 feet deep by 10 feet wide with side and back drapes, a sign with Company name and space number placed on the back drape, one eight-foot table and two chairs.

COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Bill Acct/Check Enclosed: \_\_\_\_\_

Card # \_\_\_\_\_ Exp \_\_\_\_\_ Bill'g Zip: \_\_\_\_\_ CVV \_\_\_\_\_ Name on Card: \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED WITH PAYMENT FOR THE SPACE. BOOH SPACE WILL ONLY BE HELD WITH PAYMENT.**

Mail completed application with **payment** (check or credit card) for full amount payable to Baytown Chamber of Commerce to:  
BAYTOWN CHAMBER OF COMMERCE  
EXPO BOOTH SALES  
1300 Rollingbrook, Suite 400  
BAYTOWN, TX 77521

Fax and email will be accepted if paying with CREDIT CARD only! Fax number is 281/428-1758 or email address to [rikki@baytownchamber.com](mailto:rikki@baytownchamber.com).

**NO CANCELLATIONS WILL BE ACCEPTED AFTER JULY 31, 2018 (no refunds will be issued after this date).** The booth must contain displayed goods or services and **at least one (1) person must be on duty during the show hours.** Show hours are Thursday, October 4<sup>th</sup>, 9:30 a.m. through 2:00 p.m. Exhibitors are required to be in their booths by 9:00 a.m. and ready for the show to open to the public. The "Best Booth" and "Most Original" in each category will be judged on October 4<sup>th</sup>, 11:30 a.m. – 12:30 noon.

Booth set up time will be Wednesday, October 3<sup>rd</sup>, 2018 from 1:30 – 6:30 p.m. & Thursday, October 4<sup>th</sup>, 2018 from 7:00 – 9:00 a.m. **There will be absolutely no set-up after 6:30 p.m. on Wednesday, October 3<sup>rd</sup>.** Move out of exhibit material will be Thursday, October 4<sup>th</sup>, 2018 from 2:00 – 6:00 p.m. **No one will be allowed to dismantle or remove items from booth until 2:00 p.m.**

This contract is subject to rules and regulations attached and made a part hereof. For additional information call: Baytown Chamber of Commerce 281/422-8359.

By the execution of this application, and for and in consideration of the awarding of space to the Applicant, the Applicant hereby agrees to hold the Baytown Business Expo, The Baytown Chamber of Commerce, The City of Baytown Parks & Recreation and any Corporate Sponsor of the Expo harmless from any and all liability arising out of the operation of an exhibit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Space # \_\_\_\_\_

**EXHIBIT SPACE:** The price quoted covers an 8' x 10' booth with side and back drapes and a sign with your company name placed on the back drape. Full price of the space to be paid with submission of contract. The BCC reserves the right to rent to any other exhibitor any rented unoccupied space on or after the opening day of the Baytown Business Expo, but this clause shall not remove the obligation of the exhibitor who contracted for the space to pay the full amount of the rental price whether the space is relet or not. No assignment, transfer, sublease of all or any part of space rented shall be permitted without the written consent of the Baytown Chamber of Commerce (to be known from here on as BCC) or its authorized Agent.

**EXHIBITS:** The association reserves the right to bar from the Baytown Business Expo any exhibitor or part of an exhibit, person, or item that is not in the opinion in keeping with the character and purposes of the Baytown Business Expo. The BCC reserves the right to prohibit exhibitors from distributing souvenirs, advertising, or printed matter or anything else which it may consider objectionable. Front and sides of booth (including side rails and exposed back of exhibit) must be fully and properly covered with drapery and backdrop, so no gaps or bare spots show. There will be a concession stand open in the building and the selling of food and beverage from the exhibit location is prohibited. In the event of a bonafide dispute between an exhibitor and the Baytown Business Expo committee, the PRESIDENT of the BCC SHALL BE THE SOLE JUDGE AND ITS DECISION SHALL BE FINAL.

**RECEIVING AND INSTALLATION OF EXHIBITS:** Under no circumstances will the BCC or the Baytown Community Center assume any responsibility for loss or damage to goods. Unattended vehicles may not be left parked in a loading/unloading zone. Exhibits shall be arranged and ready for show no later than 6:30 p.m. on Wednesday, October 4<sup>th</sup> after which installation work will not be permitted. The Community Building will be open from 1:30-6:30 p.m. on Wednesday, October 3<sup>rd</sup> for set up. Packing crates will not be permitted to remain in the booths once the show has opened.

**INSURANCE:** Exhibits must make provisions for the safekeeping of their goods before, during and after the Baytown Business Expo. Neither the BCC, the Corporate Sponsor or the management of the building shall be responsible for any harm that may occur to any exhibitors or his representatives or employees nor for destructive cause. Insurance, if desired, shall be taken out by the exhibitor who shall also pay any damage incurred by the BCC on account thereof.

**REMOVAL OF EXHIBITS:** Exhibits must be removed promptly after the close of the Baytown Business Expo, but no packing or dismantling of exhibits will be permitted before 2:00 p.m. on October 4<sup>th</sup>. All exhibits must be dismantled, packed and removed from the Exhibition Hall by 6:00 p.m. on October 4<sup>th</sup>. If the exhibitor therefore fails to remove this exhibit as aforesaid, then the BCC may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor who shall also pay any damage incurred by the BCC on account thereof.

**NO EXHIBITOR OR PART OF ANY EXHIBIT MAY BE REMOVED FROM THE SPACE ALLOTTED DURING THE PERIOD OF THE SHOW EXCEPT IN THE CASE OF EXTREME NECESSITY:** Permission for such removal must be obtained from the BCC in writing and will be granted only when such removal can be made without disturbing another exhibitor and without detriment to the show as a whole. **ALL BOOTHS MUST BE MANNED THURSDAY, OCTOBER 4<sup>th</sup>, FROM 9:00 A.M. – 2:00 P.M.**

**PROTECTION OF MACHINERY AND PUBLIC:** Exhibitors must protect machinery and exhibits so that no injury will result to the public, visitors, guests, employees, or any person or property. Exhibitors agree to protect and keep blameless the BCC, Expo Corporate Sponsors and the City of Baytown from any and all claim for damages, suits, etc. by any and all persons or others which may result on account of injury, loss or damage sustained upon the space occupied by the exhibitors respectively, or on account of negligence of exhibitors, their representative or employees.

**MISCELLANEOUS REGULATIONS:** The BCC will provide security personnel for general protection only and can not assume responsibility for any items removed from the booths or left outside overnight. In order that the Baytown Business Expo may be of the greatest possible benefit to exhibitors, the sale for future delivery of their products is permitted and encouraged but plans for the sale of any article for delivery on the premises is prohibited.

**VIOLATION:** Any violation of these rules and regulations on the part of any exhibitor will annul the agreement to occupy space and such exhibitor will forfeit to the BCC all monies which may have been paid.