



# CATCH THE WAVE TO SUCCESS

## EXHIBITOR VERIFICATION AND ORDER FORM

PLEASE FAX THIS FORM TO THE CHAMBER AT 484-4942 BY AUGUST 17

### Exhibitor Booth Information:

Business: \_\_\_\_\_

Booth Space Number: \_\_\_\_\_

Booth Reserved By: \_\_\_\_\_

Primary Booth Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Standard Electric Ordered:  Yes  No (\$25) (includes one 500W plug)

WiFi Ordered:  Yes  No (no charge)

### Electrical service: (see price above)

The Chamber will not be held liable for electrical or telephone service problems.

Exhibitors must contact the vendor of the service directly regarding problems.

Refunds must be authorized by the vendor providing the service.

For special electrical (above 500W) needs, contact Gale Hatleberg, Alert Electric, 1970 N. 28th St., Springfield, 97477, 541/747-2213.

### Attendees:

Each regular booth is provided five (5) attendee registrations for staff or guests free of charge. Indicate those names below. You may purchase additional tickets on the reverse side of this form.

Name E-Mail Company/Branch

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**PLEASE COMPLETE ORDER INFORMATION ON PAGE TWO OF THIS FORM**

Additional tickets for customers, friends and associates @ \$8 each (tickets will be mailed to you) \$\_\_\_\_\_

Electric service not already chosen and paid on original registration form \$\_\_\_\_\_

**TOTAL** \$\_\_\_\_\_

Payment Method *Payment must accompany this form.*

**Please make check payable to Eugene Area Chamber of Commerce.**

Check  Visa  Mastercard  Amex  Discover

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code (on card back) \_\_\_\_\_

Cardholder Name \_\_\_\_\_

**I CONFIRM THAT THE INFORMATION CONTAINED IN THIS EXHIBITOR VERIFICATION AND ORDER FORM IS CORRECT AS INDICATED. I ALSO CONFIRM THAT I HAVE READ AND AGREE WITH THE BUSINESS-TO-BUSINESS EXPO EXHIBITOR POLICIES AND PROCEDURES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**Return this form to the Eugene Chamber  
PO Box 1107, Eugene 97440 or  
Fax (both pages) 484-4942  
No later than August 17th.**



**Eugene Area  
Chamber of  
Commerce**



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## EXHIBITOR CHECKLIST

### Important Dates

- September 1     Exhibitor Verification and Order Form due to the Eugene Chamber.
- October 8         Additional items order form due to Essig Entertainment, Inc.
- October 12       Attendee tickets ordered for additional staff and customer guests.
- EVENT DAY**     Move in: 11:00 am – 3:00 pm
- October 15       Exhibitor Inspection by Fire Marshall - One person must be in booth.
- Move out: 7:30 – 10:30 pm (no exceptions)

### EXHIBITOR FAQ'S

#### What does my exhibitor booth fee include?

- 10' wide back wall of 8' tall drape
- 10' deep side walls of 3' tall drape
- (1) 8' table
- (1) black upholstered sidearm chair
- (1) white linen tablecloth and white or black table skirt
- (1) wastebasket

Additional items can be brought as long as they meet regulatory requirements or they may be purchased/rented through Essig Entertainment, Inc., 541/345-7989, [www.essigentertainment.com](http://www.essigentertainment.com), prior to the event. Fire extinguishers will be strategically placed throughout the exhibit hall. Exhibitors do not need to provide their own.

#### What are the After Hours Reception hours?

The After Hours Reception is from 4:00 – 7:30 pm, the same hours as the Business Expo. Since the reception is in the exhibit area, visitors at the After Hours will easily be able to view and visit the exhibitor booths.



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## EXHIBITOR POLICIES AND PROCEDURES

### **Refund Policy:**

Any cancellations or requests for refunds must be requested in writing and received at the Chamber no later than **5:00pm October 2, 2009. No refunds after October 2 (no exceptions)**. Refunds will be assessed a \$50 administrative fee.

### **Exhibitor move in and move out:**

Exhibitors will be able to begin moving in at 11:00am on Thursday, October 15 and must complete set up by 3:00pm for Fire Marshall inspection. Unless special arrangements have been made with Essig Entertainment, Inc. no one will be allowed access to the hall prior to 11:00am. All show materials must be out of the building by 10:30pm (no exceptions). Show hours are 4:00 - 7:30pm.

### **Signage:**

Your signage and banners may be hung from the back wall of your booth using s-hooks (these are available at the Expo registration desk). You may also use the 3' sidewalls for hanging signage inside your booth area. **NO PINS** may be used to attach signage to the drape. **SIGNAGE IS NOT INCLUDED** in the booth package.

### **Staff attendees:**

Each exhibitor is allowed five (5) free attendee registrations for members of their staff who will be working in their booth or for guests. These staff representatives must register in advance (list names on the Exhibitor Verification and Order Form or contact Beth Tassan at the Chamber - [betht@eugenechamber.com](mailto:betht@eugenechamber.com)). Additional tickets can be purchased from the Chamber (see Exhibitor Verification and Order Form) or on-line at [www.eugenebusinessexpo.com](http://www.eugenebusinessexpo.com).

### **Booth information:**

All booths must be staffed during all hours of the exhibition.

All display, demonstrations, interviews or other activities must be confined to the limits of the exhibitor's assigned booth. No booth display element may extend beyond contracted booth side boundaries. All materials must be dispensed from within the confines of the assigned booth space.

Exhibitors are responsible for bringing all electrical equipment and display fixtures for their booth. Extension cords must be industrial 3-prong cords. If plugging more than one item into the power supply, you must bring a power strip for your booth.

Electricity and WiFi will not be provided unless previous arrangements have been made with the Chamber.

**Food and Beverage:**

Restrictions apply to food and beverage distribution. Exhibitors who would like to distribute food or beverage must receive prior written approval from the exhibit manager, Kim Clark, 541/242-2354 or kimc@eugenechamber.com.

**Safety issues:**

State Law prohibits smoking in any of the Lane Events Center buildings.

Event management will take precautions to safeguard exhibitor's property during non-show hours. Event management is not responsible for damage, loss or other unfavorable conditions caused by circumstances beyond its control.

Cooking devices may not be used. Warming devices may be used with prior approval of Chamber. Prepared food may not be sold on-site, although samples of a certain size may be given to attendees. Please check with the Chamber for further information.

**Fire Code:**

No candles or open flame use will be permitted. Combustible merchandise being displayed should be limited to a reasonable quantity. All combustible decorative materials, cloth, and table covers shall be flame resistant. Wood less than ¼" thick shall be treated with a flame-retardant coating. Foam plastic objects including mannequins, murals, and signs shall be treated with a flame-retardant coating. Foam plastic objects including mannequins, murals, or signs shall cover less than 10% of a wall, ceiling, or floor area. Electrical cords 3/8" or less shall be covered with hard plastic. Cords larger than 3/8" shall use a plywood ramp style cover, or appropriate method. Extension cords may not be used in a series. Power taps must not be plugged into other power taps. Aisles and exits shall be kept clean, clear and free from obstructions. Each booth with a food warmer shall have a portable extinguisher, the minimum size must be a U.L. classification 2A 10BC, and have a current and updated service tag.

**Your signature on the Exhibitor Verification and Order Form indicates your agreement with these Exhibitor Policies and Procedures.**