



& Bite of Grays Harbor

**A Presentation of the Greater Grays Harbor, Inc.
Your Regional Chamber of Commerce & Economic Development Council**

Date: Saturday, March 3, 2012

Time: 9:00 a.m. to 4:00 p.m.

Aberdeen Weatherwax High School Gyms & Commons

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OFFICIAL **EXHIBIT GUIDELINES**

Saturday, March 3, 2012
Aberdeen High School Gyms & Commons
9:00 a.m. –4:00 p.m.

1. CONTRACT FOR SPACE RENTAL:

This request for space, full payment, and the notice of acceptance by the Greater Grays Harbor, Inc.(GGHI), together constitute a contract for the right to use the space. Full payment is required at the time of space reservation. Exhibit rental fees per space: For GGHI Members, One Space @ \$250 (**\$275 for Members who register after February 24th**) Non-Members \$495; One Bite of Grays Harbor Space, \$150, Non-Member \$400,(Includes membership - Food Court includes site only. **No** curtains, table or canopy are provided.) Sponsorships \$1,000 or \$3,500 in-kind (Sponsorships include two booth spaces and are limited.)

2. EXPO EXHIBIT SPECIFICATIONS:

The rental space fee provides an exhibit area 10' wide by 8' deep, divided by 3' high Royal Blue curtained side panels and an 8' high curtained backdrop fabric. (Nothing may be pinned or taped to the fabric.) There is also an 8' table with fabric skirting and tops. **Chairs are not provided and may not be borrowed from the high school**. We recommend exhibitors not be seated or, if seated, to sit on stools to maximize their interaction with the public. All exhibits must be arranged so as not to infringe upon or hide other exhibits, obstruct the general view, or allow sound to carry beyond the booth space. Signs may not be hung from the ceiling or protrude above your 8' high space.

3. EXHIBITOR INSTALLATION:

The exhibit area will be available for move-in and installation on Friday, March 2 between 11:30 a.m. and 8:00 p.m. Aberdeen High School opens at 7:00 a.m. on Saturday. **Set-up must be completed by 8 a.m. on Saturday.** It is recommended that you not leave valuables unattended at your booth.

4. SUB-LEASING OF SPACE:

The exhibitor agrees that exhibit **space will not be sub-leased** except by approval of GHHI.

5. SPACE CANCELLATION:

Space cancellation after February 24, 2012 will forfeit total space fee.

6. LIMITATION OF LIABILITY:

Aberdeen School District, its management, and the Greater Grays Harbor, Inc., and its management, shall not be responsible for any loss of articles, breakage, damage or injury that may occur to the exhibitor, the exhibitor's employee or property, for any cause whatsoever, prior, during, or subsequent to the period covered by this contract. The exhibitor agrees to meet the Aberdeen School District insurance and marketing license requirements.

7. CARE OF EXHIBIT SPACE:

The exhibitor agrees to leave the exhibit area clean and free of debris and personal belongings. The exhibitor also agrees not to injure in any way the doorways, walls, floors, or any of the permanent fixtures or furnishings, including chairs, of Aberdeen High School. **Blue painter's tape may be applied to the floor and walls; no other tape may be used on floor or walls!** The exhibitor agrees that for any violation of the above provision, regardless of cause, the exhibitor becomes financially responsible to the Aberdeen School District. Power cords in public walkways must be properly covered. Booths must be staffed at all times.

8. EXHIBIT HOURS:

The exhibit is open to the public on Saturday, March 3, 2012 from 9 a.m. to 4 p.m. **Exhibits must be staffed during these hours.** Saturday 8:00 – 8:45 a.m. is a networking time for Exhibitors. We suggest you browse by the other Exhibits at this time.

9. DISMANTLING:

NO DISMANTLING may be done before 4:00 p.m. March 3, 2012. Violation of this policy is **unethical and unfair** to other exhibitors and the public and may result in not being able to participate in future EXPOs.

10. Please give these guidelines and contract to your individuals responsible for setting up AND dismantling.



**EXHIBIT SPACE
RESERVATION & CONTRACT**

*EXPO & BITE OF GRAYS HARBOR
Saturday, March 3, 2012
Aberdeen High School Gyms & Commons*

We Want to Be A Part of EXPO Grays Harbor 2012 (Please type or print)

FIRM: _____

CONTACT PERSON: _____

PERSON RESPONSIBLE FOR SET-UP OF EXHIBIT: _____

PERSON RESPONSIBLE FOR DISMANTLING THE EXHIBIT: _____

TYPE OF BUSINESS: _____

PRODUCTS AND/OR SERVICES TO BE EXHIBITED: _____

PREFEREED PLACEMENT: _____

EXPO Exhibit Fees – **GGHI Member Space \$250** (\$275 after February 24, 2012)
Special area for Non-Profit Members \$75 and Non-Members \$100 (Backdrop and table only)
Non-Member \$495~ Become a Member and SAVE! (Includes, curtains and table)

Bite of GH ~ Food Court - *Bite includes site only. No curtains, table or outside canopy are provided.*
Greater Grays Harbor, Inc. Member Space \$150 (\$200 after February 24, 2012)
Non-Member \$400 (includes membership) ~ Become a Member and SAVE! All necessary food permits and handlers fees are the responsibility of the Bite Exhibitor.

EXPO Sponsorship *\$1,000 or \$3,500 in-kind. (Sponsorship is included in our GGHI Leaders Circle Level Membership, Ask How to Become a Leaders Circle Member and SAVE!)*
Sponsorship includes two booth spaces

Please answer the following questions:

Number of Spaces Requested _____

Are you an Active GH Chamber Member? Yes No

Do you need a Bite of GH Food Court Space?..... Yes No

Do you need a table? For EXPO Exhibitors Yes No

Do you need an electrical outlet? Yes No

Do you need side-panels? Yes..... No

Exhibit Booth Space Fee @ \$250 members / \$495 non-member Per Space # of Spaces ___ \$ _____

Bite of GH ~ Food Court Fee @ \$150 members / \$400 non-member Inside # of Spaces ___ \$ _____

Bite of GH ~ Food Court Fee @ \$150 members / \$400 non-member Outside # of Spaces ___ \$ _____

EXPO Sponsorship \$1,000 or \$3,500 in-kind \$ _____

Total Enclosed. (Full payment is required with reservation.) \$ _____

EXPO & Bite Directory Information: Please print exact information for the Directory.

EXHIBITOR/COMPANY NAME: _____
ADDRESS: _____ PHONE: _____
FAX: _____ EMAIL: _____
CITY: _____ ZIP: _____
BOOTH REPRESENTATIVE _____

Please make checks payable to Greater Grays Harbor, Inc.; VISA, MasterCard, and American Express are accepted. Greater Grays Harbor, Inc., 506 Duffy Street, Aberdeen WA 98520; phone 360-532-1924; fax 360-533-7945. Email: info@graysharbor.org

PROMOTE: Your business by contacting our EXPO Media Sponsors and Partners.

PREPARE: Attend the Exhibitors' Workshop, 10:30 a.m. - 12:00 p.m.,

PERFORM: Use other GGHI members' services and products to make your EXPO booth stand out.

Make the Most of EXPO GRAYS HARBOR

Prepare yourself and your staff by attending the special training session and receive a media marketing package for exhibitors, which is included **free** with your paid registration. The date for training is Monday, February 13, 2012

Person/s attending training session: _____

Our Company understands that the reservation request becomes a contract when signed by us and accepted by the Greater Grays Harbor, Inc. We agree to comply with the exhibit guidelines. **We agree to keep our booth set-up and staffed by 8:00 a.m. until 4:00 p.m., Saturday, March 3, 2012.** We understand the committee will assign a booth **subject to availability on a first come basis.**

Signature: _____ Date: _____