



**Exhibit Application**

**ONE Day Only**  
**\*\* MARCH 19 \*\***

**Huntington University Merillat Physical  
Education and Recreation Center**

**Brought to you by the  
Huntington County Chamber of Commerce  
and Parkview Huntington Hospital**



(For Office Use Only)
Booth # _____
Electrical Points _____

Exhibitor: \_\_\_\_\_  
*(Please enter as you want your company name to appear on the sign)*

Street or Box #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone #: \_\_\_\_\_ Eve. Phone #: \_\_\_\_\_

**Set-Up Time:**

Fri., March 18 4pm-9pm  
Sat., March 19 7am-9am

**Show Hours:**

Sat., March 19 9am-6pm

**Tear Down:**

Sat., March 19 6pm

**YES, I want to donate a door prize!**

**Booth Price Includes:** 10'x8' booth space with black and white backdrop and side curtains, one 8 foot table with white cover and red skirting, two chairs, your company identification sign, and promotion. **Optional:** Electricity is available for an additional fee and must be reserved in advance. Inquire the Chamber office for items that are allowed.

**Take \$50 Off**

When you sign up by Friday, February 26  
Deadline to register is Friday, March 11

**BOOTH REQUEST :**

**Member:** 1 Booth @ \$225.00 \_\_\_\_\_  
2 Booths @ \$375.00 \_\_\_\_\_  
3 Booths @ \$525.00 \_\_\_\_\_

**Non-Member:** 1 Booth @ \$325.00 \_\_\_\_\_  
2 Booths @ \$575.00 \_\_\_\_\_  
3 Booths @ \$725.00 \_\_\_\_\_

**\*\*Due to contractual agreements, displays outside the  
Exhibit Hall are not permitted**

Additional: Skirted Table (s) (1 8ft. table is included w/booth) @ \$42.00 each = \_\_\_\_\_  
Additional Chairs: (2 chairs are included w/booth) @ \$ 7.50 each = \_\_\_\_\_  
Electricity \$25.00 a booth (must order in advance) @ \$25.00 each = \_\_\_\_\_

PAYMENT METHOD:	_____ Check Enclosed
	_____ Credit Card: MC Visa Discover
Card#	_____ Exp: ____/____

**DISCOUNT** - \_\_\_\_\_  
**TOTAL =** \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please make a photocopy of this original for your records)*

**Applications are not valid until payment in full is received.** Make checks payable to the Huntington County Chamber of Commerce. Mail application and check to 305 Warren St., Huntington, IN 46750.

**\*\*PLEASE FILL OUT THE PROFILE ON REVERSE SIDE TO HELP US ADVERTISE YOUR BUSINESS.**

Internet access may be available for a limited number of booths.  
Please call our office for pricing and availability, (260) 356-5300.

Booths must be open and staffed during show hours.

Exhibitor belongings must be removed at the close of the show. Booths will be torn down & removed  
Saturday evening. NO EXCEPTIONS

Exhibitors must leave their area in the same condition as on arrival. Damages will be assessed.  
Each exhibitor should check their individual business liability to make certain appropriate coverage exist.  
Security is provided, however, each exhibitor is responsible for their own property.

\*Helium balloons are not allowed inside the fieldhouse

## Huntington County EXPO EXHIBITOR PROFILE 2016

Please complete all questions below for publicity purposes.

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of your booth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give a brief history of your business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ELECTRICITY

For an additional charge, a limited amount of electricity is available at your booth and must be reserved in advance.

Do you need electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of items will you be using requiring electricity? \_\_\_\_\_

\_\_\_\_\_

## 2016 EXPO BUSINESS & INDUSTRY EXHIBITOR POLICIES & INFORMATION SHEET

**Set up** times are Friday, March 18 from 1 p.m. to 7 p.m. The event will take place on Saturday, March 19 from 9 a.m. to 6 p.m. Booths must be open and staffed during all show hours. **Tear Down** is immediately following the event. **(NO EXCEPTIONS)**. Exhibitors are required NOT to start tearing down prior to 6 p.m. Saturday.

### General Policies Regarding Exhibitors:

The EXPO Committee reserves the right to refuse organizations and businesses as exhibitors without the assignment of cause.

**Entrances** to be used when setting up and tearing down:

Main entrance to the fieldhouse from the parking lot.

Small entrance to the west of the main doors.

Large entrance on the side of the fieldhouse facing US 24 (for large items only).  
(this door measures no more than 8 ft. high)

**Vehicles** must be moved from the entrances once they have been unloaded/loaded. Since **Parking** is limited, we ask Exhibitors to park in the United Brethren Church Headquarters or Kids Kampus parking lots. See parking map enclosed. Golf carts will be provided by Edward Jones & Company as shuttle service from and to your vehicle.

**Exhibitors** driving vehicles into the building must:

Provide protection from oil/grease stains;

Not make tight turns;

Use maximum pressure in tires and have front tires on holders.

Exhibitors having **heavy displays** will need to furnish their own equipment for unloading and setting up. Forklifts etc. will **NOT** be provided. Protection for the flooring surface must be used.

**One table and two chairs** are furnished with your booth price. So that we may have uniformity, all additional tables and/or chairs must be ordered through the Chamber.

Restrooms are located at the East end of the hall to the right of the main entrance. Locker rooms off the main exhibit hall will be locked. Please keep valuables with you at all times. Lost and found is located in the Chambers information booth.

An information packet will be on your table upon your arrival, please use the trash bag, found in your packet when cleaning up your area.

**Electrical Hookup** will be located at the back of your booth, **ONLY** if you subscribed on your booth application form. Please see the "Electrical Notice" included with this packet.

### Exhibition Rules & Regulations:

Candy may be given out provided it is in a container or wrapped. **NO GUM PLEASE.**

**Each exhibitor is responsible** for his/her own property. Exhibitors are responsible for any damage to their display area.

(over)

Exhibitor shall not assign, sublet or share the space rented without the prior knowledge and prior written consent of the EXPO Committee. Exhibitor must show only goods or services manufactured or dealt in by it in the regular course of business.

**No Pins or Tape** are to be used on the backdrop. Your name sign and appropriate hooks to hang it will be supplied.

**Helium Balloons** are not allowed in the Huntington University Fieldhouse.

Exhibitor agrees to appoint a duly authorized representative to have responsibility for its exhibit, and agrees that said representative, or someone authorized by Exhibitor, shall be in attendance at its exhibit during the hours EXPO is open.

Only firms or organizations assigned exhibit space may solicit business within the exhibit area and hand out promotional material.

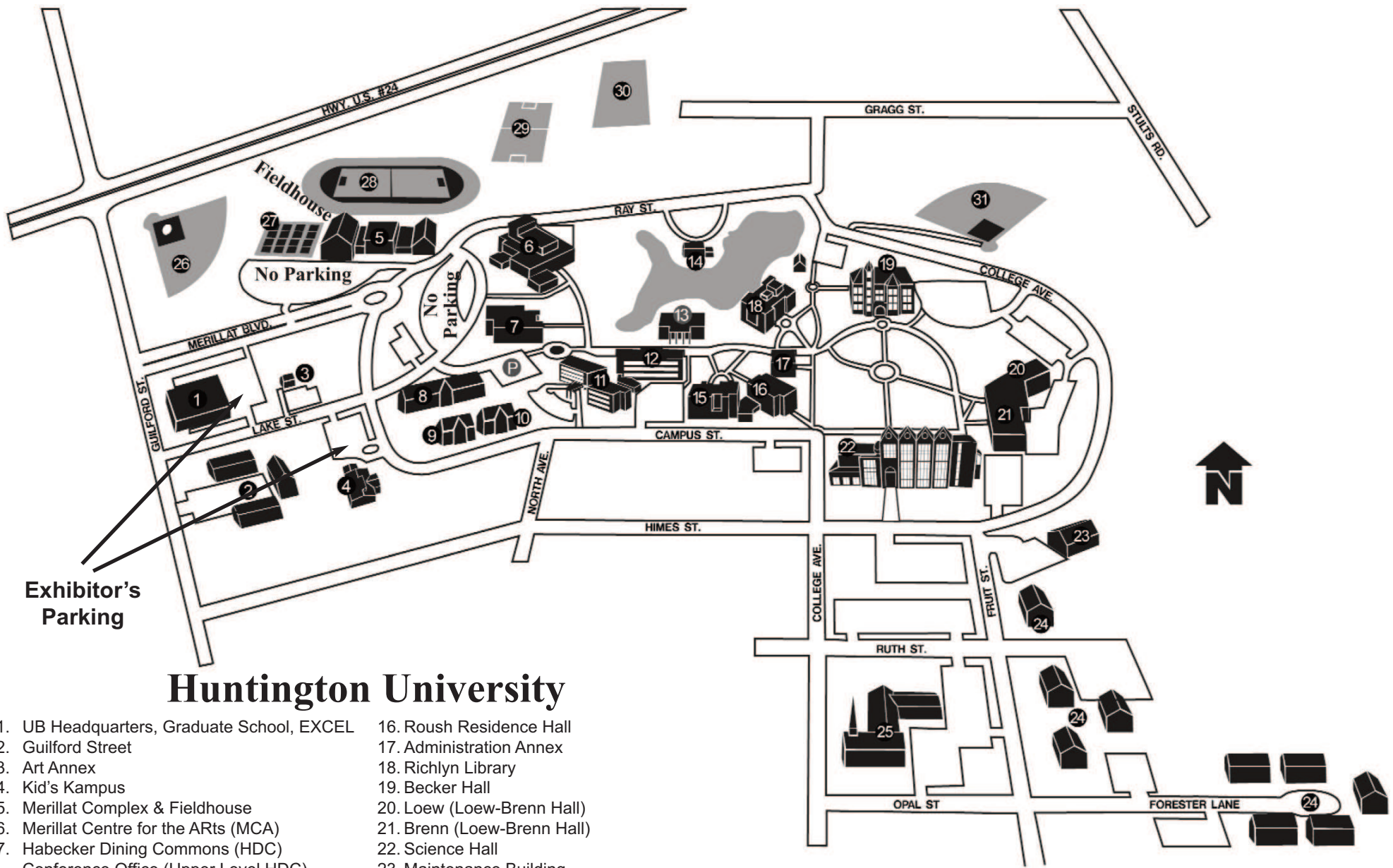
No items may be kept in the aisles, entrances and exits.

Contests and drawings are permitted: however, it is the responsibility of Exhibitors to notify winners.

### **Cancellations & Refunds:**

Cancellation of a space by exhibitor at any time may result in loss of monies paid and does not relieve exhibitor of its obligations to make payment in full in accordance with Exhibitor Application. EXPO may use cancelled space as it sees fit.

Should EXPO be cancelled or postponed by reason of an act of god, war, terrorism, catastrophe or other occurrence or event beyond the control of the EXPO Committee, exhibitor will be refunded only that portion of its payment which remains after payment by EXPO of all expenses and losses caused by such cancellation or postponement, at the discretion of the EXPO Committee.



Exhibitor's  
Parking

## Huntington University

- |  |                                 |
|--|---------------------------------|
| 1. UB Headquarters, Graduate School, EXCEL   | 16. Roush Residence Hall        |
| 2. Guilford Street   | 17. Administration Annex        |
| 3. Art Annex   | 18. Richlyn Library             |
| 4. Kid's Kampus  | 19. Becker Hall                 |
| 5. Merillat Complex & Fieldhouse   | 20. Loew (Loew-Brenn Hall)      |
| 6. Merillat Centre for the ARTs (MCA)  | 21. Brenn (Loew-Brenn Hall)     |
| 7. Habecker Dining Commons (HDC)<br>Conference Office (Upper Level HDC)              | 22. Science Hall                |
| 8. Livingston Residence Hall   | 23. Maintenance Building        |
| 9. Miller Residence Hall   | 24. Forester Village Apartments |
| 10. Meadows Residence Hall   | 25. College Park UB Church      |
| 11. Wright Residence Hall  | 26. Softball Diamond            |
| 12. Hardy Residence Hall   | 27. Klopfenstein Tennis Courts  |
| 13. Huntington Union Building (HUB)<br>Admissions Office, Bookstore<br>(Lower Level) | 28. Soccer & Track Stadium      |
| 14. Bangs Memorial President's Home  | 29. Soccer Field                |
| 15. Baker Residence Hall   | 30. Intramural Fields           |
|  | 31. Forest Glenn Baseball Park  |

**2303 College Avenue, Huntington, IN 46750**  
**(800) 642-6493 [www.huntington.edu](http://www.huntington.edu)**