

Cuyahoga Falls Chamber of Commerce  
**2016 Community EXPO**  
**Application & Rules/Regulations**

**Saturday, March 26, 2016**

**9 am – 3 pm**      **Free Parking!**      **Free EXPO Admission!**  
Cuyahoga Falls Natatorium Health & Fitness Center  
2345 Fourth Street, Cuyahoga Falls



**REGISTRATION / SET-UP FRIDAY ONLY\***

**Friday, March 25, 2016**      **NEW TIME! 2 pm to 4 pm at the Natatorium NEW TIME!**

**\*PLEASE NOTE there is NO SET UP AVAILABLE ON SATURDAY MORNING.**

- Unload at the east parking lot entrance adjacent to City Hall.
- Exhibitor space must be set up by 4 pm on Friday, March 25, 2016 (the evening before the 2016 Community EXPO).
- Exhibitors who are not set up by this time will forfeit their spaces, and refunds will not be given. No exceptions to this rule.

**2016 COMMUNITY EXPO**

**EXHIBITOR TABLE SPACE**

**CHAMBER MEMBER Exhibitor STANDARD Space - \$170 per table space**

*Chamber Member dues must be current to participate at the member rate of \$170.*

**INCLUDES:**

- 6' long x 28" deep Table AND (1) 28" deep and 24" wide CHAIR. *Dimensions are approximate.*
- You must provide a COVER for your table. Failure to do so will result in forfeiture of paid table space.
- Please note there is NO space behind your table. Tables are back to back. You may store items under your table only (i.e., not behind/next to/beside.) (If you put something behind/next to/beside your table items will be removed.)
- Your display items must fit on top of your 6' table. *You may not put a 10' x 10' display in this standard space and will be required to purchase an extra-large space PRIOR to the Community EXPO. If you do this at set up your display will be removed and could result in forfeiture of paid table space.*

\_\_\_ No TABLE OPTION - open space only in place of table. (We are not able to take your table down once you arrive at set up.)

\_\_\_ No CHAIR/BANNER OPTION – your banner next to your table in place of a chair – your banner must fit in the designated space. (You must choose one OR the other.)

**Initial here for acceptance of exhibitor table space, set up, tear down instructions and what is included.**

**YOUR BUSINESS/ORGANIZATION NAME:** \_\_\_\_\_

**NON -CHAMBER MEMBER Exhibitor STANDARD Space - \*\*\$270 per table space**

*\*\*\$100 of your 2016 Community EXPO payment can be used as a credit toward a new membership with the Cuyahoga Falls Chamber of Commerce when you pay by June 25, 2016. Applies to new memberships only; renewal members are not eligible.*

**INCLUDES:**

- 6' long x 28" deep Table AND (1) 28" deep and 24" wide CHAIR. *Dimensions are approximate.*
- You must provide a COVER for your table. Failure to do so will result in forfeiture of paid table space.
- Please note there is NO space behind your table. Tables are back to back. You may store items under your table only (i.e., not behind/next to/beside.) (If you put something behind/next to/beside your table items will be removed.)
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**YOUR BUSINESS/ORGANIZATION NAME:** \_\_\_\_\_

**2016 COMMUNITY EXPO**

**SPONSORSHIP OPPORTUNITIES**

**GOLD SPONSORS - \$799.00 Members Only**

Includes PREMIER LOCATION in main ballroom foyer with two approximate 8' x 4' exhibitor spaces, two approximate 6' x 2½' tables, two chairs, and electric. Also includes your LOGO on flyers and advertising, a 60 second commitment commercial at the 10:00 am Community EXPO Kick-off with Mayor Walters and the Community EXPO Committee.

**SILVER SPONSORS - \$399.00 Members Only**

Includes PREMIER LOCATION in ballroom with one approximate 8' x 4' exhibitor space, one approximate 6' x 2½' table, one chair, and electric. Also includes your NAME on flyers and advertising.

# 2016 COMMUNITY EXPO

# NON-PROFIT EXHIBITOR TABLE SPACE

## Non-Profit MEMBER Exhibitor STANDARD Space - \$140 per table space

Chamber Member dues must be current to participate at the member rate of \$140.

Proof of your non-profit status is required at the time that your application and payment are submitted.

### INCLUDES:

- 6' long x 28" deep Table AND (1) 28" deep and 24" wide CHAIR. *Dimensions are approximate.*
- You must provide a COVER for your table. Failure to do so will result in forfeiture of paid table space.
- Please note there is **NO space behind your table**. Tables are back to back. You may store items under your table only (i.e., not behind/next to/beside.) (If you put something behind/next to/beside your table items will be removed.)
- Your display items must fit on top of your 6' table. *You may not put a 10' x 10' display in this standard space and will be required to purchase an extra-large space PRIOR to the Community EXPO. If you do this at set up your display will be removed and could result in forfeiture of paid table space.*

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\_\_\_ No CHAIR/BANNER OPTION - your banner next to your table in place of a chair - your banner must fit in the designated space. (You must choose one OR the other.)

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**YOUR BUSINESS/ORGANIZATION NAME:** \_\_\_\_\_

## Non-Profit NON-MEMBER Exhibitor STANDARD Space - \$150 per table space

Proof of your non-profit status is required at the time that your application and payment are submitted.

### INCLUDES:

- 6' long x 28" deep Table AND (1) 28" deep and 24" wide CHAIR. *Dimensions are approximate.*
- You must provide a COVER for your table. Failure to do so will result in forfeiture of paid table space.
- Please note there is **NO space behind your table**. Tables are back to back. You may store items under your table only (i.e., not behind/next to/beside.) (If you put something behind/next to/beside your table items will be removed.)
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**YOUR BUSINESS/ORGANIZATION NAME:** \_\_\_\_\_

## A LA CARTE ITEMS

\_\_\_ **WALL SPACE UPGRADE +\$30** You need to request this space if you have a 10' high x 10' long display unit/exhibit. *Limited spaces are available and not available the day of the Expo.* Standard exhibitor space must be purchased to add this option.

\_\_\_ **FRONT ROW TABLE SPACE UPGRADE +\$20** *Limited spaces are available and not available the day of the Expo.*

Standard exhibitor space must be purchased to add this option.

### INCLUDES:

- 6' long x 28" deep Table AND (1) 28" deep and 24" wide CHAIR. *Dimensions are approximate.*
- You must provide a COVER for your table. Failure to do so will result in forfeiture of paid table space.
- Please note there is **NO space behind your table**. Tables are back to back. You may store items under your table only (i.e., not behind/next to/beside.) (If you put something behind/next to/beside your table items will be removed.)
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### ELECTRIC +\$15

Exhibitor space must be purchased to add this option. Limited electric is available and not available the day of the Expo.

- You must supply a commercial-grade extension cord. Electric is limited and on a first come first served basis and will NOT be available to order on the day of the Community EXPO. Only 14-gauge extension cords or power strips with surge protection will be permitted. Exhibitors may not use household extension cords. Any unauthorized use of electric will be assessed a \$25 fee for which you will be responsible.

### DOOR PRIZES:

DESCRIPTION/VALUE: \_\_\_\_\_

We are asking for this information so that we will know how many exhibitors will be offering a door prize at their tables.

Standard exhibitor space must be purchased to add this option. You are responsible to bring your own entry box and entry blanks and make the announcement of the winner at 2 pm and contact the winner if not present. We are not able to take any door prizes with us after the Community Expo is over.

## **2016 COMMUNITY EXPO RULES AND REGULATIONS:**

- The Community EXPO Committee reserves the right to decline or prohibit any exhibit, or part of exhibit, which is not in keeping with or is detrimental to the character and spirit of the show.
- We are not responsible for similar/like or duplicated exhibitors.
- Exhibitors can promote their business/organization from their assigned spaces only. Any activity taking place at your space must fit within that space. The Community EXPO Committee reserves the right to make changes to your space.
- Aisles must be kept clean and clear. Nothing may be in an aisle way including banners, chairs, etc. The Community EXPO Committee has the final determination of this and will remove items from the aisle without notice.
- All exhibitor spaces must be staffed throughout the Community EXPO Committee.
- Each exhibitor is responsible for his/her own refreshments. Eating is not permitted at exhibitor spaces; beverages are allowed. There is a Subway located inside the Natatorium with seating. There are vending machines near the restrooms.
- The fastening of materials to building walls, ceilings, floor or columns is expressly prohibited. Any exhibitor with an interactive display will be required to supply advance proof of liability insurance to the Community EXPO Committee.
- The Community EXPO is for the display and promotion of your wares and services only. The exchange of money is expressly prohibited. Orders may be taken.
- **No smoking is permitted in the Natatorium or on its grounds. It is a non-smoking facility/property with security cameras.**
- All other rules that apply to any visitor at the Natatorium will also apply to all Community EXPO exhibitors and attendees.
- **Parking and unloading your vehicle:** Please unload your vehicle at the east parking lot entrance, and then promptly move from the unloading area to the City parking lot on Stow Street which is across from the Natatorium's front (North) entrance

### **EXHIBITOR TABLE SIZE/TABLE COVERING/ELECTRIC:**

- Each exhibitor is given an **approximate 8'x 4' space with one 6'x 2½' table and (1) one chair.**
- Please be courteous of your space and your fellow exhibitors' spaces.
- All exhibitor tables must be covered for the Community EXPO. This is the exhibitor's responsibility. You will not be able to participate without a table cover.
- Electricity must be **requested and paid for PRIOR to the Community EXPO.** It will not be available to purchase at the Community EXPO. Any unauthorized use of electricity will be assessed a \$25 fee for which you will be responsible.
- Exhibitors **may not use household extension cords.** Only 14 gauge extension cords or power strips with surge protection will be permitted.

### **TEAR DOWN/TRASH:**

- Saturday, March 26, 2016 from 3 pm – 4 pm only.
- Tearing down earlier than 3 pm may result in the exhibitor not being permitted to participate in the Community EXPO the following year.
- The Cuyahoga Falls Chamber of Commerce and the Natatorium will not be responsible for any lost items or for items that are left behind at the Community EXPO. If any items remain after this time, they will be discarded and will not be our responsibility.
- Please discard trash in the appropriate containers. This is your responsibility.

### **SECURITY & LIABILITY:**

- Overnight security for the Community EXPO is not provided. Neither the Natatorium nor the Cuyahoga Falls Chamber of Commerce will be responsible for any loss, damage, injury or theft that may occur to an exhibitor, his employee(s) or property from any cause whatsoever prior, during or subsequent to the period covered by the application.
- The exhibitor, upon signing the Community EXPO application/rules & regulations, expressly releases all claims for loss, damage or injury.
- Any damage to the exhibit hall/ballroom due to the carelessness of a Community EXPO exhibitor, employee or exhibitor guest will be the responsibility of that exhibitor.

### **AMPLIFICATION:**

- The use of recording, slides or other audio-visual equipment is allowed from your exhibitor space but must be contained within your paid table space. Please keep the volume of any such devices at a level that does not exceed that of normal conversation.

### **SHARING/SUBLETTING OF SPACE:**

- Only a paid exhibitor whose name is on the signed application may promote his/her business from the reserved table space.
- Event policy strictly prohibits the resale or subletting of exhibit space.
- Exhibitors may display only merchandise regularly sold by them and listed on the official Community EXPO application.

### **MATTERS NOT COVERED:**

- The Cuyahoga Falls Chamber of Commerce Community EXPO Committee reserves the right to rule on all matters pertaining to the event, whether expressly mentioned or not.
- The exhibitor, by signing the Community EXPO application, agrees that all rulings on all pages of the Community EXPO application shall be binding on both the exhibitor and the Cuyahoga Falls Chamber of Commerce

# DEADLINE:

All exhibitors must sign this application and prepay by noon on March 4, 2016 to be considered for participation in the 2016 Community EXPO. If you are not paid at that time you will forfeit your space – even with a signed contract. No refunds will be given after March 4, 2016.

## PART 1 - 2016 COMMUNITY EXPO

### APPLICATION AND PAYMENT INFORMATION:

**ALL EXHIBITORS MUST COMPLETE THIS SECTION.**

#### Business/Organization Name

*\*This is how your name will appear in the Community EXPO event program and Chamber Website/Facebook page.*

Please provide a brief description of your business as well as any services you plan to provide at the Community EXPO:

#### Business Description:

**Payment Method:** \_\_\_ Credit Card (VISA, MasterCard, Discover, American Express) \_\_\_ Check \_\_\_ Cash

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 or 4 digit sec. code: \_\_\_\_\_

Billing Address for Credit Card: \_\_\_\_\_

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

Will this be the person working the Community EXPO? Yes \_\_\_ No \_\_\_ If no, please provide Contact Name/Title below

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

Email: \_\_\_\_\_ Office Phone \_\_\_\_\_ \*Cell Phone: \_\_\_\_\_

*\*in the event we need to reach you the day before/day of event.*

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

## PART 2 - 2016 COMMUNITY EXPO

### EXHIBITOR AGREEMENT/SIGNATURE:

**ALL EXHIBITORS MUST COMPLETE/SIGN THIS SECTION.**

- By signing this page of the 2016 Community EXPO Application & Rules/Regulations, you and your company agree to all of the 2016 Community EXPO rules and regulations.
- Payment is due by noon on March 4, 2016 to the Cuyahoga Falls Chamber of Commerce office to be considered for participation in the 2016 Community EXPO. No refunds will be given.
- Please mail or FAX (330-929-4278) to the Cuyahoga Falls Chamber of Commerce by March 4, 2016.

### REGISTRATION / SETUP FRIDAY ONLY

**Friday, March 25, 2016 NEW TIME 2 pm to 4 pm at the Natatorium NEW TIME**

**\*PLEASE NOTE THERE IS NO SET UP AVAILABLE ON SATURDAY MORNING.**

- Unload at the east parking lot entrance adjacent to City Hall.
- Exhibitor space must be set up by 4 pm on Friday, March 25, 2016 (the evening before the 2016 Community EXPO).
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### TEAR DOWN/CLEAN UP / SATURDAY 3 pm - 4 pm

- **Saturday, March 26, 2016 3 pm to 4 pm at the Natatorium \*\*See complete rules/regulations for other pertinent details.**

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

#### **PAYMENT – SIGNED APPLICATION:**

Cuyahoga Falls Chamber of Commerce, 151 Portage Trail, Suite 1, Cuyahoga Falls, Ohio 44221  
330-929-6756 Fax: 330-929-4278 [info@cfchamber.com](mailto:info@cfchamber.com) [www.cfchamber.com](http://www.cfchamber.com)

# Cuyahoga Falls Chamber of Commerce Community EXPO



## Testimonials of previous EXPO Exhibitors

As a first time participant at the Community Expo I was pleasantly surprised by the excellent organization of the event as well as the outstanding attendance from the community. The Natatorium is an excellent venue for this show. I felt that the EXPO was successful because it was a one day event AND that you limited the number of vendors that could participate to 75 (which was sold out!) My booth location was excellent – as were all the booths because of the venue. I thought my booth allowed me maximum exposure not only to the attendees but also to the other vendors as well. Thank you for that! All in all, I met thousands of wonderful people who read and enjoy the Coffee News and its advertisers already and introduced many converts as well. I've also met many new potential advertisers for all my editions! I look forward to participating again next year. Thanks again for such a great job to you and your committee!

**Julie McLain - Coffee News Akron**

This year's Community EXPO was the best ever!! A steady crowd all day. I was able to get several solid leads for my business. I saw some good friends and made many new ones. Count me in for 2014. Thank you.

**Jim Brearley - Chestnut Hill Memorial Park**

I really look forward to the EXPO every year - it is a great opportunity to meet and make new friends, as well as see and talk to people you already know! The one-on-one conversations you can have with people are invaluable.

**Marlene A. Shoemaker - Clifford-Shoemaker Funeral Home & Crematory**

I am a Comfort Consultant with Falls Heating & Cooling, Inc. and my first experience with the Community EXPO hosted at the Falls Natatorium was rewarding to say the least. The community turnout was amazing, and I was told it was the largest attendance to date at the event! All the people from the surrounding neighborhoods came out to see what area businesses had to offer. We shared stories, asked and answered questions and just generally had a great time. Our booth set up a give-away raffle every fifteen minutes, and we handed out freshly popped popcorn to all! It was fantastic to have an opportunity to connect to our community and I look forward to participating next year! Many thanks to the valued members of our community for a worthwhile event and for your continued patronage. None of us would be here without you!

**Alex Clause - Falls Heating & Cooling, Inc.**

We participate in the Community EXPO every year and it is always a tremendous success. It's a wonderful way to interact with the community and other local business leaders. The Cuyahoga Falls Chamber of Commerce does an excellent job organizing the event and it is always well attended. This is one event I mark my calendar for annually!"

**Aaron Barnhart – Westfield Bank**