



**Danville AMBUCS Home & Business Expo
Presented by Toyota of Danville
2011 Exhibitor Information & Contract**

HOME & BUSINESS EXPO

This Agreement is entered into by and between the Danville Chapter of AMBUCS [AMBUCS] and _____ on the date signed below subject to receipt of non-refundable \$50 down payment. It is agreed that the AMBUCS Home & Business Expo Event Coordinator shall act as an agent for AMBUCS.

Location & Hours

The 2011 Expo shall be held at the David S. Palmer Arena in Danville, IL on **March 4 from 5-8pm and March 5 from 10am-7pm**. No exhibit is to be set up or removed during these times. Booths must also be properly staffed during these times. Failure may result in ejection or movement to an alternative space and loss of deposit.

Setting up (Load in)

Subject to notice, Exhibitors may begin setting up exhibits on **March 3 from 3pm-8pm and March 4 from 8am-4pm**. Set-up is to be completed by 4pm March 4. Please notify the Event Coordinator if you have specific setup requirements.

Removal (Tear down)

Subject to notice, Exhibitors may remove exhibits on **March 5, 7pm-9pm and March 6, 8am-Noon**. **Any materials remaining after Noon on March 6 will be removed at the Exhibitor's expense**. AMBUCS further assumes no responsibility for loss or damage in so doing.

Participants

AMBUCS reserve the right to reject or prohibit any exhibit or part of any exhibit which, in the AMBUCS sole opinion, is not in keeping with the character of the general exhibits or the Expo as a whole. Objectionable design or construction of the exhibits, not meeting National Insurance Association specifications, obscene or offensive material, or improper conduct on part of persons associated with the exhibits, among others, will be considered as cause for AMBUCS to reject or prohibit an exhibit or any part thereof.

Booths & Display Stands

Standard and Lobby Booth space is approximately 10' wide and 10' deep with a 10' tall back curtain and 2' tall curtains on either side. North Tier Booth space is approximately 12' wide and 6' deep with a 10' tall back curtain and 2' tall curtains on either side. Each Booth comes with one (1) 8' table and two folding chairs if requested.

Display Stand space is approximately 5' wide and 2-3' deep with a 10' tall back curtain or wall but no side curtains. Unlike booths, there is to be no staff at Display Stands. These spaces are strictly for small information stands generally in high traffic areas though there is room for brochures or other similar materials to be present.

Hospitality Room

AMBUCS provides a hospitality room for Exhibitors. AMBUCS volunteers are available to staff Exhibitor booths, subject to availability. Meals will be catered in the hospitality room during the Expo. A pass is required to access the hospitality room. Each Booth comes with two passes if requested.

Insurance

Existence of Public Liability Insurance shall be established by the furnishing of a certificate of insurance. The insurance shall be in the Comprehensive General form, including General Liability, Automotive Liability, and, without being so limited, Loading and Unloading Operations, Collapse, Explosion, Under-ground Operations, and shall name as additional insured the Danville Chapter of AMBUCS and all its agents under contract for the event and shall specify Bodily Injury and Property Damage liability. Please contact your insurance agent to obtain the certificate.

Miscellaneous

Usage of tape, decals, and other adhesives, as well as helium balloons is not permitted in the Arena facilities. In accordance with the Illinois Clean Air Act & the Smoke-free Illinois Act, this facility is smoke-free. Space will be assigned as reservations are received and AMBUCS reserves the right to allocate alternative space. Exhibitor agrees to hold harmless AMBUCS and the David S. Palmer Arena for any loss or accidents.

Refunds

Exhibitor may cancel this contract in writing at any time. If cancelled prior to **January 1, 2011**, any payments received other than the \$50 non-refundable down payment shall be refunded. After **January 1, 2011** no refund shall be given. In the event that the David S. Palmer Arena cancels the AMBUCS' lease, this agreement shall be null and void and any payments received shall be refunded.

www.ambucsexpo.com - info@ambucsexpo.com
AMBUCS Home Show - 1303 Vacketta Drive - Danville, IL 61832
ph. (217) 474-3590 f.(413) 714-4722

Creating Mobility and Independence for People with Disabilities Especially Children

Deadlines

January 15, 2011 Certificate of insurance, full balance.

Fees

Standard Booth \$350
 *Additional Booths (same vendor) will be \$300
 Lobby Booth \$325 (location begins with 'L')
 North Tier Booth \$250 (location begins with 'N')
 Display Stand \$150 (location begins with 'D')

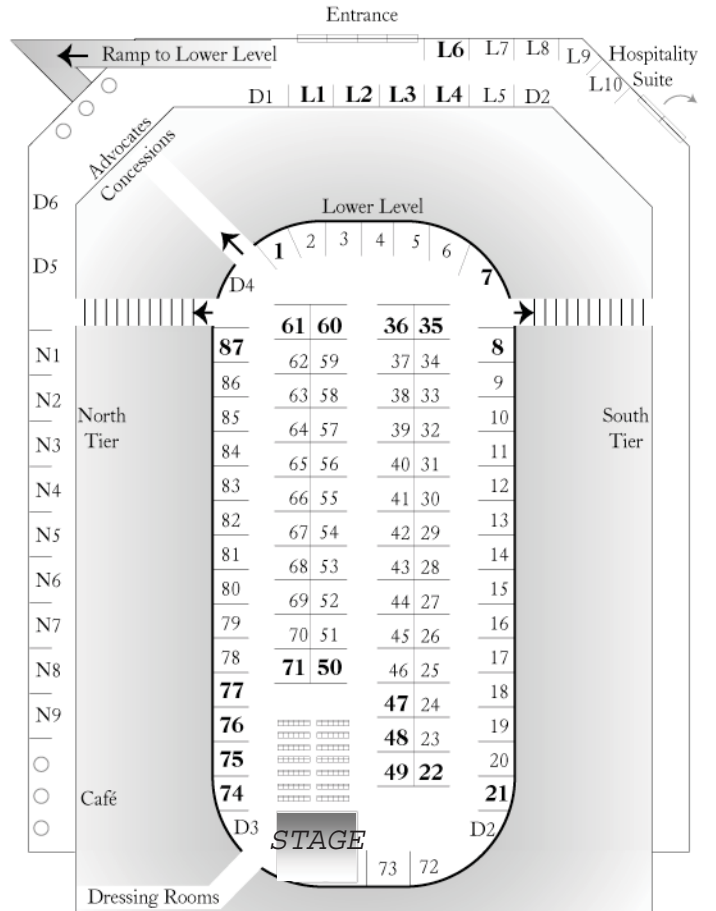
Additional Fees

Premium Location \$25 (listed in Bold)
 Extra Table \$15
 Extra Hospitality Pass \$15
 Water Deposit \$50 (will be returned after Expo)

Please enclose your non-refundable down payment of \$50 with this contract. This contract is not valid and your space will NOT be secured until the signed contract and \$50 have both been received.

Please make checks to the "Danville AMBUCS". You will receive a letter confirming your space and providing more information.

If you have any questions or comments, please visit our web site www.ambucsexpo.com/exhibitor or contact Carol Wade, the AMBUCS Home & Business Expo Event Coordinator, at info@ambucsexpo.com or by phone at **217-474-3590**.



Legal name of the Business _____

Contact Person _____

Phone Number _____ Email Address _____

Postal Address _____

Preferred Space(s) _____ Second Choice _____ Third Choice _____

What do you need? _____

 Tables _____ Chairs _____ Passes _____

Business Name (please limit to 24 characters) _____

Phone Number _____ Web Site Address _____

Short Description of your products and services _____

This is how your company will appear in our advertising.
 Please limit your company name to 24 characters. Names longer than that may be excluded from certain advertising, or truncated.

Danville Chapter of AMBUCS _____ (date)
 Carol Wade, Event Coordinator

Exhibitor _____ (date)

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