



The Isle Expo

For Home & Business 2012

Connecting *You* to Better
Living and Business Innovations

Wednesday – March 14, 2012 – The Smithfield Center – 4 to 7 p.m.

Exhibitor Guidelines

Booth Description:

Standard booths are 8' X 8'. Each booth contains a backdrop drapery (8' high), divider curtains on each side (3' high) hung on aluminum rails and one covered/draped table with two chairs. For additional information, or to order additional tables and chairs please contact the chamber.

Booth Identification Sign:

7" X 44" booth identification signs are complimentary with all reservations confirmed by February 24th. Signs cannot be ordered through the Chamber after that date.

Electrical Power:

Exhibitors needing special placement due to electrical needs are subject to a \$10 reservation fee. Exhibitors must supply their own extension cords and multiple outlets. Special power needs should be discussed in advanced with the Chamber staff and are subject to approval by the Smithfield Center.

Payment Schedule:

Payments are due within 15 days of the reservation/invoice. If payment is not made by due date, loss of booth space could occur. Reservations made after February 24th cannot be accepted without payment. **Cancellations cannot be processed after February 24th.**

Space Assignment:

Assignments will be made by the Chamber staff on a first-come, first-serve basis. The Chamber reserves the right to make space, location or floor plan changes as needed.

Show Hours:

Exhibitor-to-exhibitor networking 3:30 to 4:00 p.m. The Expo will be open to the public from 4:00 until 7:00 p.m.

Exhibitor Set-up and Dismantle:

Exhibitors may begin setting up any time after 1 p.m. the day of the show. All exhibits should be set-up by 3:30 p.m. Displays must not be dismantled until the close of the show at 7:00 p.m. Exhibitors must confine their displays and activities to their reserved space. Exhibitors needing early set-up times or with space allocation concerns should contact the chamber in advance to discuss any special needs.

Sales By Exhibitors:

On-site sales are allowed, subject to state and local tax laws and regulations.

Food Service or Sales:

Exhibitors providing food samples or engaging in food sales must obtain a permit from the Health Department. Additionally, food set-up must meet requirements set by The Smithfield Center. All food sales are subject to state and local tax laws and regulations.

Security:

The Isle of Wight-Smithfield-Windsor Chamber of Commerce will exercise reasonable care for the protection of exhibitors, materials and displays. **However, no liability for losses will be assumed or implied.**