



EXHIBITOR APPLICATION

The Enterprise Chamber of Commerce will host the **Senior Lifestyle & Health Expo** on **Friday, June 23, 2023**, during the hours of **9:00 am to 12:00 pm**, at the Enterprise Civic Center, located at 2401 Neil Metcalf Rd, Enterprise, AL. To participate as an Exhibitor Only, please return application to the Enterprise Chamber no later than **June 9, 2023**.

EXHIBITOR CONTACT INFORMATION

Company Name:	
Event Contact Name:	Title/Position:
Company Mailing Address:	
Email Address:	
Best Phone #:	Alt. Phone #:

ADDITIONAL EXHIBITOR INFORMATION

Do you need electricity? _____ (*Access to power is limited and subject to availability for an additional fee of \$25.00.)

If so, what will you be plugging in? _____

Will you be offering a free health screening? _____ Describe the type of screening offered: _____

(*Ex: Vision, Hearing, Blood Pressure, etc.)

To better assist and promote your organization, please tell us what attendees can expect by visiting your vendor space.

☐ Give-Aways* ☐ Demonstration at Table ☐ Interactive Displays ☐ Handouts ☐ Food Samples**

Other (*Please provide additional information): _____

*Sale of products/services is not allowed. Give-aways/promotional items/coupons are encouraged.

**Health Department regulations for food service must be followed. Additional information may be requested.

EXHIBITOR FEES (*Exhibitor Only – No Additional Sponsorship. *Includes 10'x10' space, 1 (8'x2') Table, and 2 Chairs):

- \$100 – Chamber Members
- \$150 – Non-Members

PAYMENT INFORMATION

Exhibitor Fee: _____ + Electricity (*Add \$25 if requested) _____ = Total Amount Due \$ _____
Select Payment Option: <input type="checkbox"/> Bill Me (members only) <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Pay by Card (provide details below)
CC #: _____ Expiration Date: _____ CVV#: _____ Amount to be charged: \$ _____ (*You may also call in your credit card details)
PAYMENT TERMS: *All exhibitors must read the attached rules and guidelines, sign the acknowledgement form, and return with application and full payment to the Enterprise Chamber of Commerce by June 9, 2023 to secure exhibitor space. Mail to: Enterprise Chamber of Commerce, PO Box 310577, Enterprise, AL 36331. E-mail to: info@enterprisealabama.com . A member of the Enterprise Chamber of Commerce will contact you with request for more information, or approval of application, as soon as possible.

Signature of authorized agent: _____ **Date Signed:** _____

For additional information contact us at (334) 347-0581 or visit our website at www.EnterpriseAlabama.com

OFFICE USE ONLY		
Date Received:	Paid By:	Approved Date:



All Sponsors/Exhibitors must abide by all event Rules and Guidelines. Please read all the information below before submitting application:

GENERAL INFORMATION:

- Due to limited exhibitor space, early application is strongly encouraged. For the health & safety of everyone, the layout may be subject to change if deemed necessary.
- Completed applications are to be submitted no later than the respective deadlines: Sponsorship Deadline, May 23, 2023; Exhibitor Only Deadline, June 9, 2023. Any application received after these dates may be refused. Accepted late applications will require an additional \$25 fee.
- Electricity is limited. One outlet will be provided per application based on availability and will be reserved in the order in which they are received. Outlets are a courtesy of the Enterprise Civic Center. The Enterprise Chamber of Commerce cannot guarantee functionality of outlets. Unauthorized use of electrical outlets may result in ejection from event.
- Applications will be reviewed as they are received. A member of the Enterprise Chamber of Commerce will contact you with approval, or requests for additional information, as soon as possible.
- Acceptance is subject to the approval of the Enterprise Chamber of Commerce. Any vendor who does not abide by the rules and guidelines, or displays inappropriate behavior, can be removed from the event at any time.
- The Enterprise Chamber of Commerce does not guarantee exclusivity for any business, organization, product or service or separation of similar types of businesses.
- All sponsors/exhibitors are responsible for compliance with the State of Alabama and City of Enterprise business licensing requirements. A list of participants will be provided to the local agency. Should any additional licensing or information be required, they will contact you. Special event day licenses are available for a nominal fee, if required. For more detailed information please call the Business License office at 334-348-2674.
- Sale of products/services during event is not allowed. Give-aways/promotional items/coupons are encouraged.
- This is an indoor event. The expo will not be rescheduled due to inclement weather. An accepted registration is your commitment to show. Sponsorship/Exhibitor fees are non-refundable.
- All sponsors/exhibitors are responsible for loading/unloading their own equipment in the timeframe allotted.
- All sponsors/exhibitors will be provided a 10'x10' space on the floor, 1 table, and 2 chairs (unless otherwise noted by sponsorship level).
- All sponsors/exhibitors are responsible for their own equipment, products, décor, etc. The Enterprise Chamber of Commerce, Enterprise Civic Center, nor the City of Enterprise are not responsible for lost, damaged, or stolen items, or for any accidents.
- Exhibitors are encouraged to get into character and decorate their space to support this year's TROPICAL LUAU THEME.

SET-UP/BREAK-DOWN

- **SET-UP:** Sponsors/Exhibitors must set up the day before the event on Thursday, June 22nd, during the hours of 10 am and 4 pm. All representatives must leave by 4:00 pm.
 - Please enter through lift area at back entrance of the Enterprise Civic Center to bring in display items. There will be directional signs to help you find this entrance.
 - All Sponsors/Exhibitors must be set up and ready by 8:30 A.M. on June 23rd and remain set up until 12:00 P.M.
- **BREAK-DOWN:** Sponsors/Exhibitors must remove all items and clean provided area immediately after the closing of the event on Friday, June 23rd at 12 pm, and vacate premises before 2 pm.
 - Event hours are 9 am – 12 pm. If a Sponsor/Exhibitor breaks down or leaves before 12:00 P.M. they may be subject to penalty fees and refused future participation in Enterprise Chamber events.
 - Any damage to a vendor space or clean-up required for that space is the responsibility of the assigned Sponsor/Exhibitor. If repair or cleaning is required by either the Chamber or Civic Center staff, the vendor will be billed a minimum of \$25 for damage or clean-up fees.

ADDITIONAL SPONSOR/EXHIBITOR RESPONSIBILITIES:

- There will be designated parking areas for sponsors/exhibitors. Each sponsor/exhibitor will be provided with a parking pass at check-in to be displayed on their dashboard for easy identification should your vehicle need to be moved.
- Rolling carts with clean wheels are allowed to assist in carrying display items. Sponsors/Exhibitors are responsible for any and all damages caused to Enterprise Civic Center property.
- Sponsors/Exhibitors **MUST** set up in the marked area and only in your designated space.
- EACH SPONSOR/EXHIBITOR IS RESPONSIBLE FOR PROVIDING ALL ITEMS NEEDED TO CONDUCT BUSINESS, SUCH AS DISPLAY MATERIALS, SIGNS, TABLECLOTHS, etc.
- All decorations brought in may be displayed on tables and/or easels. Any other decorations brought to the event may be displayed as free-standing decorations only. No items may be attached to the Enterprise Civic Center wall(s).
- All Sponsors/Exhibitors featuring food items are required to have a hand sanitizer dispenser(s) available for customers and abide by all health & safety laws and ordinances. For questions, please contact the Coffee County Health Department at (334) 347-9574.
- Alcoholic beverages, firearms, and other weapons are prohibited.

DOOR PRIZES:

- All Sponsorship fees include door prize sponsorship. The Chamber will provide attendees with a passport, and raffle off door prize baskets throughout the event. Additional door prizes are not required.
- Sponsors/Exhibitors are allowed to bring additional prizes to help collect sales leads at their individual table if they choose. It will be the responsibility of the sponsor/exhibitor to have all items needed for drawing, and for selecting their winners.
- Winners cannot be required to provide valuable consideration to be eligible to win in either case.

ACKNOWLEDGEMENT:

The Enterprise Chamber of Commerce reserves the right to reject any contract and to return your sponsor fee. It is understood that the undersigned, by participating in this event, will comply with these event Rules and Regulations, and those enforced by the policies of the Enterprise Civic Center. This event may be cancelled with no refund in case of inclement weather or other circumstances beyond our control. By signing this application, Exhibitor agrees to indemnify, defend, and hold harmless the Enterprise Chamber of Commerce, the City of Enterprise and the Enterprise Civic Center, its successors, officers, employees, and agents of and from any and all actions, causes of action, claims, demands, costs, loss of services, expenses and compensation on or account of or in any way growing out of any and all personal injury or property damage, which may occur as a result of participation in the aforementioned event.

I have read and understand the Senior Lifestyle & Health Expo Rules and Regulations and agree to abide by these terms.

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____



Return signed acknowledgement along with application and payment:

Mail to: Enterprise Chamber of Commerce, PO Box 310577, Enterprise, AL 36331.

E-mail to: info@enterprisealabama.com.