



BARTLETT

Business, Health and Home



Thursday, April 18, 2024
9:00 am- 4:00 pm



A COMMUNITY BUILT ON CARE

I, _____, am committed to fulfilling the Expo Expectations set forth by the BACC for the Bartlett Business Expo.

- Booth- Member \$495
- Booth- Nonmember \$595
- Corner Booth- Members Only +\$125
- Electricity +\$ 95

Each Booth will include:

- 10' wide x 8' deep x 8' tall black pipe and drape
- 6' skirted display table
- 2 chairs
- wastebasket
- company identification sign
- 2 breakfast tickets
- 2 lunch tickets
- beverages throughout the day

Please Complete the Following:

Business Name: _____
(As it should appear on booth identification sign)

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone Number: _____ Cell Phone: _____

Email Address: _____

Payment Method: Credit Card Check Prefer to be Invoiced *BACC members only* **(All booths must be paid in full by April 5th)**
Pay on Line - bartlettchamber.org
Make sure to add description of payment on memo line

Signature _____ Date _____

Date & Time: Thursday April 18, 2024 9:00 am - 4:00 pm

Location: Bartlett Recreation Center gym located at 7700 Flaherty Pl., Bartlett, TN 38133

For more information please contact the Bartlett Area Chamber of Commerce, 901.372.9457
Or email: kcarl@BartlettChamber.org

BARTLETT BUSINESS EXPO RULES AND REGULATIONS

STATEMENT OF POLICY: All exhibitors are equal regardless of size and should be given opportunity, within reason, to present their product or service in the most effective manner to the audience. We ask you to be a good neighbor and to remember, we want you to be successful.

APPLICATION FOR EXHIBIT SPACE: Application by exhibitors shall be made on the official application form. A signed application must be on file prior to booth assignment.

CONTRACT: The application form, the assignment of space and full payment of rental charges together constitute a contract for the right to use the space. Full payment for space is required before assignment of space is made. Choice of location will be given whenever possible. The right is reserved to renumber or adjust the floor plan if it appears necessary for the good of all exhibitors. Exhibitor agrees to have their booth open the stated hours of the Expo. Breakdown before the stated time will be considered a breach in contract; your corporate office will be notified.

ACCEPTANCE: An authorized signature on the official application / contract form indicates the exhibitor has read, understands and agrees to abide by all rules, regulations, and restrictions outlined herein. Management reserves the right to accept or reject any applicant.

DEFINITIONS: As used herein "Exhibit Management" means the Bartlett Area Chamber of Commerce. "Exhibitor" means the person or firm on whose behalf booth space is rented. "Landlord" means Bartlett Recreation Center. "Exhibit Service" means any official supplier so named by the Exhibit Management to act in that capacity.

USE OF SPACE: All aisles and other spaces in the Exhibition Hall not leased to Exhibitors shall be under the control of Exhibit Management.

- (A) All displays, interviews, conferences, distribution of literature, lectures and demonstrations shall be made inside the space contracted. Standing in aisles or in front of booths of other exhibitors, or the intercepting of those attending for advertising purposes is strictly prohibited. Any undignified method or side-show tactics of attracting attention will not be permitted.
- (B) No Exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of Exhibit Management. Exhibitors must show only goods/services dealt by them in the regular course of business and representatives must be from their own firm.
- (C) Each Exhibitor is asked to respect the rights of other exhibitors and to recognize that the general appearance of the Expo as a whole must take precedence over any individual exhibit.
- (D) No interference with the lighting or space of other exhibitors will be allowed.

CARE OF BUILDING AND EQUIPMENT: Exhibitors and their agents shall not injure or deface the walls or floors of the building, the booths or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property so damaged.

SOLICITATION: No person or persons, other than exhibitors, will be permitted to conduct business in the exhibition hall or on the grounds of the Bartlett Recreation Center without the express authorized permission of the Exhibit Management. Violators will be escorted from the premises. Management asks that all exhibitors abide by the set rules and regulations and to report any known violators to Expo Management.

LIABILITY: The Exhibit Management, Sponsors, Landlord and Exhibit Service, and their officials and staff members disclaim all liability for damages or losses caused any exhibitor by fire, water, flood, windstorm, rodents, utility failure, acts of vandalism, strikes, civil disorders, theft, or criminal acts.

Exhibit Management will not be responsible for electrical or other service related failure. Exhibitors wishing to insure their goods must do so at their own expense.

If unusual equipment is to be installed or equipment that might come under fire codes is used, the Exhibitor must communicate with the Exhibit Management for information concerning facilities and regulations.

All property of an Exhibitor is understood to remain in his custody and control in transit to, from, and within the confines of the Expo site.

The Exhibitor shall at all times protect, indemnify, save and hold harmless the Exhibit Management, Sponsors, Landlord, and Exhibit Service against any and all loss, cost, damage, liability or expenses arising from, out of, or by reasons of any accident or any other occurrence, including death, to anyone, including the Exhibitor, its agents, employees and invitees, which arises from, out of, or by reason of said Exhibitor's occupancy and use of the Exhibition premises or a part thereof prior, during or subsequent to the period of the Exhibition.

FIRE PREVENTION: All booth decorations must be flame-proof, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Codes and local ordinances. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. The Exhibitor bears the expense of removing any materials that do not comply with regulations.

SAFETY PRECAUTIONS: Exhibitors shall keep their booths clean and orderly at all times and shall not engage in any activity which would unduly interfere with visitors or the exhibitors, or would be in violation of laws, regulations or ordinances. Further, exhibitors shall take all necessary precautions for the safety of their personnel, other exhibitors and all other persons upon the premises, and shall comply with all applicable provisions of federal, state and municipal safety laws, building codes and ordinances to prevent accidents or injuries.

CANCELLATIONS/REFUNDS: Exhibit Management reserves the right to cancel the Bartlett Business Expo up to seven (7) days prior to opening date without notice if it is deemed necessary by Exhibit Management. If the Expo is canceled, the Exhibitors' booth fees that have been paid in advance to Exhibit Management will be refundable in full. If Exhibitor cancels thirty (30) days prior to Expo date, all fees paid, less \$50.00, shall be refunded. NO REFUND will be given to exhibitors canceling after this time.

INTERPRETATION AND AMENDMENTS: Exhibit Management shall have full power to interpret and enforce all rules contained herein and the power to make amendments thereto and to enact such further rules and regulations as shall be considered necessary for the proper conduct of the Bartlett Business Expo.

The Bartlett Recreation Center does NOT allow popcorn in the building.

I agree to the rules and regulations as outlined above

Name _____ Date _____

Signature _____