

LOCKPORT CHAMBER OF COMMERCE

2012 COMMUNITY EXPO RULES AND REGULATIONS

1. Set up booth at Lockport Township High East Campus (1333 E. Seventh Street) begins at 7:00 AM on Saturday, February 18, 2012. Set-up must be completed before the event opens at 9:00 AM. **Take down time will not start before closing.** All exhibitors must vacate the facility by 4:00 on Saturday, February 18th.
2. All exhibitors must park their vehicles in the designated "Exhibitors Parking Area."
3. All material and equipment brought on the property shall be at the total risk of the Exhibitor. Anything that would cause real or potential danger to any person will be prohibited on the premises except Police, Fire and Ambulance exhibitors.
4. Those Exhibitors requesting electricity must provide their own UL approved extension cord and multi-plus adapter, if necessary.
5. Displays may not exceed your booth space. **SELLING AT BOOTHS IS** permitted on the show floor. Taking orders and scheduling of appointments for sales at your place of business after the EXPO is encouraged. For business selling FOOD or SAMPLING please go to www.willcountyhealth.org and click on Environmental Health and then Food Program for permits.
6. Exhibitors must remove all material from booth areas upon breakdown. If the exhibitor fails to remove their exhibit and all material, the Community Expo Committee will have the space cleaned at the expense of the exhibitor, under which circumstances the exhibitor agrees to make immediate reimbursement thereof.
7. The Lockport Township High School **DOES NOT** allow alcoholic beverages or smoking on school property.
8. Food sale and consumption will be allowed in cafeteria area only. The Lockport Chamber of Commerce is not responsible for any food allergies, choking, or food poisoning incurred due to consumption of food items sold or sampled at Expo. For business selling FOOD or SAMPLING please go to www.willcountyhealth.org and click on Environmental Health and then Food Program for permits.
9. Cutting, driving nails or tacks in the floor or walls of the building is **STRICTLY PROHIBITED.** Any damage caused to the building or booth equipment by exhibits/exhibitors will be charged to and paid for by the exhibitor.
10. Booth fee includes 8 x 8 space, 8 foot skirted table and two chairs, and booth identification sign.
11. These rules and regulations must be accepted and adhered to by each exhibitor. The Lockport Chamber of Commerce reserves the right of final decisions in rules interpretation and enforcement. Please make a copy of the Expo Rule Sheet for reference.