



2024 Crystal Lake Community EXPO

Saturday, November 16, 2024, at Holiday Inn Conference Center 800 S
Illinois Route 31, Crystal Lake, IL 60014

REGISTRATION FORM

Complete this page and return to the Chamber no later than Fri, Nov. 1st, 2024*

Please complete ALL LINES on this page and return it with payment.

**To guarantee your business will appear in the Expo Directory, register by Friday, November 1, 2024*

NAME OF BUSINESS EXHIBITING: _____

CONTACT PERSON: _____ CELL PHONE: _____

ADDRESS: _____ WORK PHONE: _____

CITY: _____ STATE: _____ ZIP CODE: _____ EMAIL: _____

BOOTH PRICING	2024 PRICING THRU 10/16/24 MEMBERS ONLY	MEMBER PRICING AFTER 10/16/24	NON- MEMBER PRICING
8' x 10' Standard Booth	\$300	\$350	\$400
Not For Profit Booth	\$150	NA	NA
Makers/Retail Booth	\$125	NA	NA
Electricity (may affect location)	\$50	\$50	\$50
TOTAL			

SPONSORSHIP PRICING	2024 PRICING MEMBERS ONLY
Presenting Sponsor SOLD	
Expo Bag Sponsor SOLD	
Vendor Map Sponsor SOLD	
Entertainment Sponsor SOLD	
TOTAL	

Print your booth location preferences below: Please see Expo floor plan. If none of your choices are available, we will select the best available booth.

1st Choice: Booth # _____ 2nd Choice: Booth# _____

PAYMENT OPTIONS -YOUR REGISTRATION WILL NOT BE PROCESSED UNTIL IT IS PAID IN FULL

- CHECK:** Make check payable to Crystal Lake Chamber of Commerce
- CREDIT CARD PAYMENT: REGISTER ONLINE OR CALL (815) 459-1300**

Send payments to: **Crystal Lake Chamber of Commerce, 427 W. Virginia Street, Crystal Lake, IL 60014**

CRYSTAL LAKE COMMUNITY EXPO REGISTRATION FORM continued. . .

SPONSOR DETAILS:

\$1,500 Presenting Sponsor

- Complimentary booth included
- Logo included on Chamber webpage and Calendar Page with link to sponsor website
- Logo included on all social media and promotional materials
- “Presented by” with Company Logo on Area Signage

\$1,250 Expo Bag Sponsor - SOLD

- Complimentary booth included
- Logo included on Chamber webpage and Calendar Page with link to sponsor website
- Logo included on all social media and promotional materials
- Company Logo will be the only logo on Expo Bag given to every attendee

\$500 Entertainment Sponsor

- Logo included on Chamber webpage and Calendar Page with link to sponsor website
- Logo included on all social media and promotional materials
- Ability to provide promotional materials near entertainment area
- Can purchase a booth near entertainment area

\$500 Vendor Map Sponsor - SOLD

- Company logo on the vendor map
- Logo included on Chamber webpage and Calendar Page with link to sponsor website
- Logo included on all social media and promotional materials

EXHIBITORS COMPLETE HERE

- Yes - Please include my complimentary 6ft. skirted table and 2 chairs.
- No - I do not need a table or chairs for my booth.
- Yes - Please include electricity at the \$50 charge for my booth.
- Yes - I have included my insurance certificate with this registration packet.
- Yes - I have included my payment in full to guarantee my registration.
- Yes - My signature authorizes that I have read and understand the Exhibitor Information & Guidelines form given to me in this packet.

CONTRACT AGREEMENT: Upon execution of this agreement, the Exhibitor shall be responsible for the payment of all charges contemplated herein and no refund shall be made to the Exhibitor. The Exhibitor also agrees to the terms outlined on the Exhibitor Information & Guideline Page. The Exhibitor acknowledges that he/she has read the entire agreement and understands the contents thereof.

Signature _____ Date _____
Company _____

Keep this page for your records!

EXHIBITOR INFORMATION & GUIDELINES

By registering for the 2024 Crystal Lake Community Expo on Saturday, November 16, 2024, Exhibitor agrees to the following terms and conditions:

Your registration entitles you to the following:

- Approximately 8' deep X 10' wide exhibitor booth in main section. Some booths in other sections may be slightly smaller.
- One 6' skirted table.
- Two folding chairs.
- Text inclusion in the Business Expo Show Directory (with registration by November 1st).
- 2 water bottles per booth

SET-UP: Saturday, November 16, 2024 6:00 A.M. – 9:30 A.M.
BOOTHS **MUST** BE COMPLETE BY 9:30AM!

EXPO Date & Time: Saturday, November 16, 2024 10:00 A.M. – 3:00 P.M.
BOOTHS **MUST** BE STAFFED DURING THESE HOURS – DO NOT BREAK DOWN EARLY!

EXPO showcases the following:

Home & Business Vendors, Health, Fitness, Travel, Retailers, & Entertainment

DISMANTLING BEGINS: 3:00 P.M. Saturday, November 16, 2024 NO EARLIER THAN 3:00 P.M.

PROTECTION OF EXPOSITION HALLS: Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, drapes or other parts of the building, decorating materials or furniture. Exhibitors violating this regulation are express bound, at their expense, to repair any such damage to Holiday Inn Conference Center. Holiday Inn Conference Center may at their sole discretion select the contractor to repair any such damage and authorize the contractor to proceed with the repairs without prior notification to the exhibitor.

FIRE PRECAUTION: Combustible decorations and flammable chemicals cannot be used in any manner by any exhibitor. All packing containers, excelsior, and similar materials are to be removed from the floor upon completion of the booth set-up.

PAYMENT: Payment in full must accompany the registration form! Application will **NOT** be processed without payment.

Assumption of Risk; Release of Liability; Indemnification: Exhibitor, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, agents, and/or guests ("EXPO PARTICIPANT") hereby:

ACKNOWLEDGES the ACTIVITY exposes EXPO PARTICIPANT to risks and hazards, some of which are inherent in the very nature of the event itself, others which result from natural causes, error, and negligence on the part of third parties or the EXPO HOST, and that, as a result of the risks and hazards, EXPO PARTICIPANT may suffer serious personal injury and/or property loss; and

AGREES that nevertheless EXPO PARTICIPANT freely and voluntarily ASSUMES THE RISKS AND HAZARDS OF THE ACTIVITY; and RELEASES The Crystal Lake Chamber of Commerce, including, without limitation, its owners, members, managers, officers, directors, employees, volunteers, and/or agents, and the host facility, Holiday Inn Conference Center, and each of its respective owners, members, managers, officers, directors, employees, volunteers, and/or agents ("EXPO HOST") from all liability, recourse, proceedings, claims, and causes of action of any kind whatsoever, including claims of personal injuries or property losses, which EXPO PARTICIPANT may suffer arising out of or connected with preparation for, or participation in, the ACTIVITY; and

DEFENDS, INDEMNIFIES AND HOLDS HARMLESS EXPO HOST from any claims, liabilities, losses, damages, suits, costs, and expenses of any kind or nature including without limitation reasonable attorneys' fees ("Claims") arising from or relating to EXPO PARTICIPANT'S participation in the Activity, except to the extent that any Claims are solely caused by the gross negligence or deliberate misconduct of EXPO HOST; and

UNDERSTANDS that by participating in the ACTIVITY, EXPO PARTICIPANT will be forever prevented from suing or otherwise claiming against EXPO HOST for any loss or damage connected with any property loss of personal injury sustained while participating in or preparing for the ACTIVITY; and

AGREES these terms are binding on EXPO PARTICIPANT'S heirs, legal representatives, agents, personal representatives, trustees, successors, and assigns.

Insurance Requirement

Every exhibitor must supply the Crystal Lake Chamber of Commerce with an Insurance Certificate indicating "additional Insured" that establishes the following insurance is in force and effective for the period of the exhibition:

-General liability and premises operations, including bodily injury and property damage in a minimum amount of \$1,000,000. ***Crystal Lake Chamber of Commerce and Holiday Inn Conference Center must be listed as Certificate Holder and Additional Insured on this Certificate of Insurance.***

-Workmen's compensation and disability benefits as required by the State of Illinois.

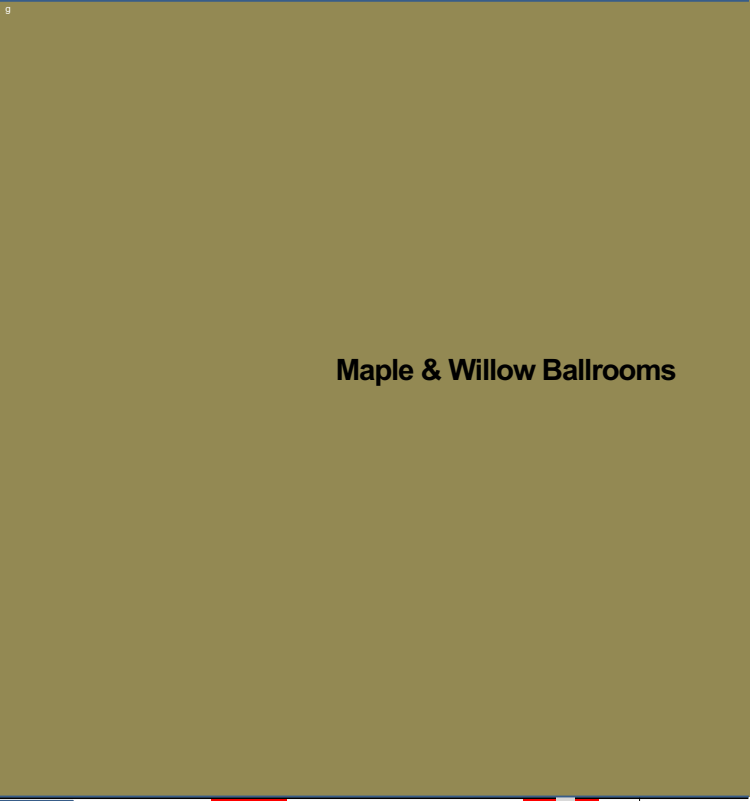
Exhibitors will not be allowed on the show floor without a Certificate of Insurance on file. No refunds will be given.

ADDITIONAL EXPO GUIDELINES

1. If you need electricity for your booth, it must be ordered in advance at a cost of \$50 per booth.
2. No balloons are allowed!
3. Payment in full must be submitted with your complete registration and is on a first come, first serve basis.
Checks should be made payable to the Crystal Lake Chamber of Commerce.
4. No refund will be given after November 1, 2024. Partial refund of 25% prior to November 1, 2024.
5. Booth sales are accepted at the discretion of the Chamber.
6. We do not guarantee the space you request; however, we will try to do our best to accommodate you.
Should it become necessary to move you once you've been assigned a booth, we will do our best to place you as close as possible to your requested space.
7. The Chamber is not responsible for two like businesses registering. The Crystal Lake Business Expo allows multiple businesses in the same category to exhibit. However, if a non-compete policy exists for a potential exhibitor, it is the responsibility of the exhibitor to inform show management of such policy. Non-compete documentation is required from exhibiting participant detailing the expo/tradeshaw non-compete clause. As a Chamber member benefit, members are given preference and the first right of refusal.
8. The resale of booth space is prohibited.
9. No exhibitor(s) will be allowed on the show floor prior to **6:00 am on Saturday, November 16, 2024** for set up.
10. Exhibitor agrees to the set up and take down times of the show as stated in the registration packet.
11. No late set up allowed. All exhibits must be set up by 9:30 am Saturday, November 16, 2024.
12. No display or booth is allowed to extend beyond the perimeters of the space or block an exhibitor on either side of the booth.
13. No equipment with hazardous gas is allowed in the building, i.e. propane, gas, etc.
14. Exhibitors agree to adhere to all safety instructions and recommendations, whether oral or written.
15. Selling to the public is allowed, however the exhibitor is responsible for their own sales tax.
16. Exhibitor, and all parties participating in an exhibit, must wear exhibitor identification when networking on the show floor with fellow exhibitors. Exhibitor identification will be provided in your exhibitor packet. Packets will be handed to you when you check in prior to set up.
17. Exhibitor should have their booth always staffed during show hours.
18. Parking - after you have moved your items in for your booth, please move your car to make room for attendees. Details to follow.
19. Parents—Please do not leave your children unattended at any time at your exhibitor booth.
20. No alcoholic beverages or smoking is permitted on the property
21. Any damage caused to the facility floor due to the set up and/or placement of exhibitor's products etc. is the responsibility of the exhibitor (i.e. financial, or replacement) and will be determined by the facility.
22. Participants are encouraged to provide a form of entertainment or give away.

We thank you for your continued support and trust in the Crystal Lake Chamber of Commerce

WALNUT PARTITION BIRCH MAPLE WILLOW



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Welcome Desk