



**REDMOND**  
CHAMBER OF COMMERCE & CVB

PRESENT THE 20TH ANNUAL CENTRAL OREGON

**BUSINESS** *EXPO*

**AND JOB FAIR**

2018

Exhibitor Packet

# 2018 CENTRAL OREGON BUSINESS EXPO

**What:** The Business Expo is Central Oregon's premier, business networking event of the year. This event is the perfect venue to highlight your company's products and/or services; as well as, provides a direct way to be plugged into the business community.

**When:** Wednesday, April 18, 2018

**Where:** Deschutes Fair and Expo Center

**Times:**

**Set-Up** Tuesday, April 17, 2018 NOON – 7:00 p.m.  
Wednesday, April 18, 2018 8:00 a.m. – 11:00 a.m.

**Business Expo** Wednesday, April 18, 2018

Luncheon NOON – 1:00 p.m. (RSVP required)  
Exhibit Hours 1:00 p.m. – 5:30 p.m.

**Teardown** Wednesday, April 18, 2018 5:30 p.m. – 8:00 p.m.

**Cost:** Basic booth - \$275 for area Chamber members  
Basic booth - \$325 for non-Chamber members  
**(For a corner booth, add \$100)**

## Sign Up Instructions:

1. Fill out the form titled: Application for Booth Space.
2. Read all rules and regulations of contract and sign Exhibitor Agreement.
3. Mail the application, signed contract, and payment:

**Redmond Chamber of Commerce & CVB**  
446 SW 7<sup>th</sup> St.  
Redmond, OR 97756  
Phone: 541-923-5181 Fax: 541-923-6442  
Visa & MasterCard Accepted

\* Booth space is assigned on a first-paid, first-served basis. The application fee will be returned to you if there is not a booth available for your business.

Please contact the Redmond Chamber of Commerce & CVB at 541-923-5181  
or email [Kara@vistredmondoregon.com](mailto:Kara@vistredmondoregon.com) with any questions.  
Visit our website at [www.visitredmondoregon.com](http://www.visitredmondoregon.com)

# APPLICATION FOR BOOTH SPACE

Booths will be assigned within categories on a first-paid, first-served basis. To register for a booth space, you must include a signed Contract, a signed Application for Booth Space, and a check for \$275 (for Chamber members), \$325 (for non-members) plus \$100 for a corner booth. Please make checks out to the Redmond Chamber of Commerce & CVB. ***Please keep a copy of all information sent for your records.***

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Category (Please check one)

**Advertising/Marketing** \_\_\_\_\_

Includes television, radio, specialty advertising, marketing/advertising firms, sign companies, etc.

**Food Services** \_\_\_\_\_

**Business Legal Services** \_\_\_\_\_

**Human Resources / Personnel Services** \_\_\_\_\_

**Business Insurance** \_\_\_\_\_

**Medical Services for Businesses** \_\_\_\_\_

**Commercial Realtors/Brokers** \_\_\_\_\_

**Office Services / Supplies** \_\_\_\_\_

Includes printers, office supply, recycling, janitorial services, etc

**Communications Systems** \_\_\_\_\_

Includes computers, phone, information highway services, consultants, etc.

**Packaging / Shipping Services** \_\_\_\_\_

**Facilities** \_\_\_\_\_

Includes construction, architecture, interior design, exterior maintenance, landscaping, etc.

**Transportation Services** \_\_\_\_\_

**Financial Services** \_\_\_\_\_

**Other** \_\_\_\_\_

Please describe your business: \_\_\_\_\_

## **Additional Services Available – please check below-**

*(Wireless Internet available-Direct access through BendBroadband)*

**ELECTRICAL:** comes with One standard 110 outlet

**(MUST BRING OWN CORDS)**

\_\_\_ No electricity needed

\_\_\_ Need electricity

\_\_\_ # of outlets required

\_\_\_ special electrical needs (please contact us immediately)

**TELEPHONE**

\_\_\_ No telephone line needed

\_\_\_ Need telephone line

\_\_\_ (Qty) **\$140/line**

\_\_\_ Extra Tables \_\_\_ (Qty) \$11 each (Comes with one 8 ft. table and tablecloth)

\_\_\_ Extra Chairs \_\_\_ (Qty) \$1.90 (Comes with 2 chairs), see item #1 on Exhibitor Agreement



7. Construction of Exhibits – **Exhibits shall be constructed and arranged so that they neither obstruct the general view nor hide the exhibits of others.** No side wall higher than 36” may extend forward from the back of the booth more than one-half of the depth of the exhibit space. **Exhibitors desiring to use other than standard table top equipment and signs, or any material conflicting in any way with the above details, must submit copies (2) of a detailed sketch and receive written approval from the Redmond Chamber of Commerce prior to cancellation deadline (March 16, 2018).**

8. Operation of Exhibit – No exhibit shall be operated in a manner that, in the sole discretion of the Redmond Chamber, detracts from other exhibits or the Central Oregon Business Expo as a whole. The Redmond Chamber reserves the right to require immediate withdrawal of any exhibit that it believes is detrimental to Central Oregon Business Expo or to any other exhibit.

9. Restrictions on use of space – No exhibitor shall sublet space, without the written consent of the Redmond Chamber. No sales or solicitations of any kind from anyone other than exhibitors shall take place during Central Oregon Business Expo. Any or all solicitations or demonstrations must be confined within the boundary of the exhibitor’s booth. Aisle space shall not be used for exhibit purposes, display signs, or distribution of promotional material. Exhibits, signs, or solicitations, and displays are prohibited in any public space or elsewhere on the premises. Operation of sound equipment is allowed if the exhibitor complies with restrictions on volume imposed by the Redmond Chamber.

10. Dismantling of Exhibits – dismantling of exhibits may take place between the hours of 5:30 p.m. and 8:00 p.m. on Wednesday, April 18, 2018. **Dismantling of exhibits must be completed by 8:00 p.m. on Wednesday, April 18, 2018.** No exhibit may be **erected** after 11:00 a.m. on Wednesday, April 18, 2018, nor may any exhibit be dismantled before the time set out below. **Tearing down of exhibits prior to 5:30 p.m. will not be permitted.** Setting-up, dismantling, and removing exhibits are the responsibility of the exhibitor. If exhibitor fails to remove exhibit, removal will be arranged by the Redmond Chamber of Commerce at the exhibitor’s expense.

11. Fire and Safety Regulations – All local regulations will be strictly enforced and the exhibitor assumes responsibility for compliance with such regulations. All materials used in the exhibit must be flame proof and fire resistant in order to conform to local fire ordinances. Crepe paper and corrugated paper, flame proof or otherwise, will not be permitted. All packaging containers, excelsior and wrapping paper should be removed from the exhibit area. Display racks, signs, spotlights, or special equipment must be approved before use, and any found to be hazardous may be ordered dismantled. All displays are subject to inspection by fire stations, and any fire extinguishing equipment in the area is not to be covered or obstructed.

12. Protection of Property – Acceptance of exhibit space makes it obligatory on the part of the exhibitor not to deface, injure, mar, in any way the exhibit area. Nothing shall be posted, taped, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. The use of crowbars, handspikes, or any other tool or materials, which would cause damage to the floors, walls or ceilings, is prohibited. Any damage done shall be paid for by the exhibitor.

13. Limitation of Liability – Exhibitor will assume responsibility for damage to property by their exhibits. The exhibitor further agrees to make no claim for any reason or action of any nature whatsoever.

14. Release of photo liability - In acceptance of this contract, exhibitor agrees to allow the Redmond Chamber of Commerce & CVB use and release of any and all necessary photo materials taken during the Business Expo for any future promotional materials.

Exhibitor agrees to the stated outline and its terms above:

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Signature of authorized contact

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Date

**Thank you for your agreement of and participation in the Central Oregon Business Expo**