

BUSINESS EXPO 2019

CONDITIONS AND REGULATIONS

Wednesday, April 17, 2019 11am-4pm

IN ACCORDANCE WITH THE RULES AND REGULATIONS GOVERNING THE 2019 BUSINESS EXPO, THE ELECTRONIC SIGNATURE ON APPLICATION HEREBY MAKES APPLICATION FOR SPACE.

1. **CONTRACT FOR SPACE** - This is an application for space. Acceptance by the Greater Lafayette Commerce and full payment of rental charges prior to March 29, 2019 constitute a contract in the 2019 Business Expo. No exhibit will be set up without payment in full including a 7% sales tax if applicable.

** In the event of fire, strikes, flooding, or other uncontrollable circumstances, rendering the exhibit unfit and unavailable for use, causing the program to be cancelled, this contract shall be declared null and void. Monies will be refunded to the participants less any amounts expended for the preshow arrangements, which cannot be recovered. Sponsorships are non-refundable.

** All booth set-ups are subject to inspection and acceptance by the Fire Marshall.

2. **PAYMENT FOR SPACE** – Online payment must be done through www.greaterlafayettebusinessexpo.com. Along with payment, an E-SIGNED APPLICATION must be received by the Greater Lafayette Commerce through the website to reserve booth space; total balance including a 7% sales tax is due at the time application is completed. Reservations can be made until March 29, 2019 (unless other arrangements have been made with Greater Lafayette Commerce). Space will be provided on a first-come, first-serve basis.
3. **SPACE CANCELLATIONS** – 50% of your total payment can be refunded if booth space is cancelled before March 29, 2019 at 5pm. If space is cancelled after that time, no amount will be refunded.
4. **INSTALLATION AND DISMANTLING** – Installation may begin at 4:00 pm Tuesday, April 16, 2019 and all exhibits must be installed NO LATER than 7:00 pm. The day of the Expo, Wednesday, April 17, 2019, setup will begin at 8:00 am and must conclude by 10:30 am. You may not dismantle booths prior to the closing of the Expo at 4:00 pm. Booths need to be torn down immediately after the show. Neither the Greater Lafayette Commerce nor Legacy Courts will be responsible for any booths or articles left after 7:00 pm April 17, 2019. Please remove all trash. If additional cleanup of your booth space is required by Legacy Courts, you will be charged accordingly. Please note that there will be no assigned volunteers to assist you in installation or dismantling.
5. **LIABILITY INSURANCE** – The Greater Lafayette Commerce, and the facility owners and staff will not be responsible for the safety of exhibitors from theft, damage, fire, accident or other causes, for both property and personal loss, nor from the loss to others against injury arising out of your occupancy of the booth

space provided. Security of booths is ensured following setup closing time at 7:00 pm on Tuesday, April 16, 2019.

6. **ADDITIONAL BOOTH ITEMS** – All arrangements for additional booth items must be made through website at the time your application is submitted unless other arrangements have been made with Greater Lafayette Commerce. Any additional items that are not added at that time and coordinated outside of the website will be subject to an additional 25% up charge if done after March 29, 2019.
7. **NO EXCHANGE OF CURRENCY** - Orders can be taken but monies cannot exchange hands.
8. **NO PRIVATE SELLING OF BOOTH SPACE** – Only your company may occupy booth space contracted by your company. If you are unable to participate, the booth space must be turned back into the Greater Lafayette Commerce Office.
9. **CERTIFICATE OF INSURANCE** - A certificate of insurance is required naming Greater Lafayette Commerce as additionally insured, \$500,000 workman's compensation, and \$1,000,000 general liability. If you are unable to load your COI at the time of your online application submission, you must arrange for the certificate to be sent to Greater Lafayette Commerce prior to March 29, 2019. COIs can be mailed to: Greater Lafayette Commerce Business Expo, P.O. Box 348 Lafayette, IN 47902. They may also be emailed to Joan Matson at jmatson@greaterlafayettecommerce.com.
10. **SECURITY** – Legacy Courts and Greater Lafayette Commerce will not assume responsibility for the damage or loss of any merchandise or articles left in the Center prior to, or following, the Business Expo.
11. **MEMBERSHIP** - The Business Expo is a member exclusive event. Thus, membership dues must be paid in full prior to registering for the Expo. If business is not a current, paid member of Greater Lafayette Commerce, they will be invoiced at the Supporter Level of membership (\$250). Membership must be paid in full by the day of the Business Expo.