



**Table Top Expo Exhibitor Application and Agreement**

February 13, 2019

8:00 am - 3:00 pm

Exhibit Set Up 6:45 am to 7:45 am

Location: Blue Ridge Community College, 1 College Lane, Weyers Cave

**APPLICATION DEADLINE: JANUARY 31, 2019**

Primary Contact \_\_\_\_\_

Business Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Information/Items for Exhibit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TABLE TOP EXPO EXHIBITOR AGREEMENT**

**February 13, 2019, UP Conference, Weyers Cave, VA**

**EXHIBITOR** agrees to the following terms and conditions in this agreement: *Please read carefully and initial each item separately, sign below, and return both pages with payment.*

\_\_\_ **Exhibitor** must be a member in good standing of the **Greater Augusta Regional Chamber of Commerce**.

\_\_\_ Only one business may exhibit per table. If you have more than one business or organization to exhibit, a second application, signed agreement and payment must be submitted for the second business.

\_\_\_ **Exhibitor** will be provided **one**, 5 foot table and two chairs for their exhibit during UP Conference 2019.

\_\_\_ **All displays must remain within the space of the 5 foot table.** Materials, signs, displays may be on top, behind or in front, but must not block attendees from approaching the table. Exhibits should not spill over on either side of the 5 foot table footprint.

\_\_\_ **Exhibitors** are not allowed to fasten anything to floors or affix anything to the walls of the conference facility.

\_\_\_ **Exhibitors** must provide their own table cover.

\_\_\_ Set up must happen in a very tight time frame. Set up opens at **6:45 am and must be concluded by 7:45 am**. **NO set up will be allowed after the conference begins**. **Exhibitor** will forfeit their reserved spot if setup is not complete per this agreement.

\_\_\_ **Exhibitor** agrees to remain for the entire conference time frame. **NO** breakdowns will be permitted until the concluding session is complete.

\_\_\_ **Exhibitor** agrees to keep their space clean and will be responsible for cleaning up their area once the conference has concluded.

\_\_\_ If the **Exhibitor** has any specific electrical outlet or internet needs these must be submitted to the GARCC by February 8.

\_\_\_ Exhibit spaces must be occupied by the **Exhibitor** and/or their representative during all official exhibition times notated in the conference agenda.

\_\_\_ Any audio/visual displays must be played at a volume level that does not exceed that of normal conversation. This is a courtesy to other **Exhibitors**.

\_\_\_ No smoking or open flames, operation of gasoline-powered equipment or machinery will be permitted. No flammable fluids, substances decorative or display materials may be used by the **Exhibitor**.

\_\_\_ The UP Conference is intended for adults who directly benefit from the business-to-business nature of the show. Children should not be brought to the conference or occupy the exhibit space.

\_\_\_ UP Conference is scheduled for February 13, 2019. No refunds will be made for cancellations or withdrawals after February 1.

\_\_\_ I understand that pictures of the **Exhibitor** and participants and operators may be taken and used for promotional purposes only.

\_\_\_ The **Exhibitor** agrees to indemnify and hold harmless the **Greater Augusta Regional Chamber of Commerce** or any of its employees, agents or persons representing the **Greater Augusta Regional Chamber of Commerce** as well as **Blue Ridge Community College** for all costs, losses, expenses and damages to person(s) or property including but not limited to, judgments and attorney fees and, if called upon by **Greater Augusta Regional Chamber of Commerce**, shall take over and defend not only itself but also the **Greater Augusta Regional Chamber of Commerce**.

\_\_\_ Space is limited and will be awarded on first come first served with required paperwork and payment

\_\_\_ Total Due **\$200** (This includes exhibit and one attendee. If more than one representative will be occupying exhibit, additional registrations must be made.)

\_\_\_ Your signature and initials on each line indicates that you have read and agree to the terms of this agreement. All line items must be initialed and the fee must be included with the application. No exhibit space will be assigned until these have been submitted.

**Checks should be made payable to the Greater Augusta Regional Chamber of Commerce. Mail to PO BOX 1107, Fishersville, VA 22939**

**For questions or additional information contact Megan Hardin, Director of Operations, [megan@augustava.com](mailto:megan@augustava.com) or 540-324-1133**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**