



Foothills Community Business Expo

**Crescenta Valley * La Cañada Flintridge * Montrose-Verdugo City
Chambers of Commerce**

Wednesday, September 14, 2011

COMPANY & CONTACT NAME _____

ADDRESS _____

CITY _____ ZIP _____ PHONE _____

EMAIL _____ FAX _____

Space Fee: \$100 Before August 16th \$ _____
\$120 After August 16th \$ _____
(After all spaces are filled or the final deadline of August 23rd,
whichever comes first, we reserve the right to refuse any applicant a booth.)

Restaurants: No Booth Fee (With Food Samples Provided) \$ _____
(Pre-approval through Expo Committee Required)

Electricity: \$10.00 I will require electricity at my Booth Yes \$ _____

Literature Only: \$25.00 I am unable to attend & would like my business \$ _____
Literature only placed on the Networking Table
(Pre-approval through Expo Committee required)

TOTAL DUE \$ _____

Opportunity Prize: I will be bringing an opportunity prize. Yes _____ No _____

Only participants who have submitted a check or credit card # with this form will be assigned a booth. One business per booth only.

Contact Name Signature Date

Name printed on Credit Card Card Number (Visa or Mastercard only)

Exp. Date Billing Zip CCV Code

Mail your completed application and check payable to "Foothills Community Business Expo"
or provide credit card information and authorized signature. Space confirmations will be mailed.
Montrose-Verdugo City Chamber of Commerce
3516 N. Verdugo Road, Glendale, CA 91208 Ph.(818) 249-7171 Fx.(818) 249-8919

I am a member of the:
Crescenta Valley Chamber _____ LCF Chamber _____ Montrose Verdugo Chamber _____
You must be a member in good standing of at least one of the sponsoring Chambers of Commerce.

EXPO RULES AND REGULATIONS

APPLICATIONS

Application for the exhibit space will be subject to the approval of the Expo Committee. Only Chamber members in good standing will be allowed to contract for space. If you are interested in contracting space and are currently not a member, you must join a hosting Chamber. Full payment for each exhibit space is required at time of application to confirm the reservation. **After processing, no cancellations will be accepted or refunds given.** **Subleasing of space is prohibited. The Expo Committee will assign exhibit space based on receipt date and availability.**

SPACE REGULATIONS

Exhibit space must remain staffed at all times during the Expo. **Dismantling of displays cannot commence until 7:30p.m.** Those exhibitors who take down their displays prior to that time will forfeit their prime booth space for the following year. No exhibits or non-related materials bearing any name other than the contracted exhibitor may be displayed. Space dimensions are standard and strictly enforced. Exhibitors must conform to all rules and regulations in effect at Verdugo Hills Hospital as set forth by the fire department, police department and/or building and safety departments. No bolts, screws, hooks, tape or nails are to be driven into or attached to the walls or floors. Violators will be responsible for removal of any stick-on materials and any charge for clean-up or repair. Exhibitor will at no time permit either refuse or portions of his exhibit to obstruct any aisle or remain within the confines of exhibit space. No exhibitor is permitted to erect signs or display products in such a manner as to obstruct view, to cause injury or adversely affect the displays of other exhibitors. Exhibitors and their employees must confine their activities to the booth space(s). Handouts, including literature, souvenir items and any and all promotional materials may be distributed only for exhibit space(s). Literature and/or promotional material cannot be handed out, left for display or otherwise distributed in any area other than the contracted space.

BOOTH DISPLAY REGULATIONS

To conform to VHH regulations, glitter, confetti, popcorn, kettle corn and similar items are prohibited from use.

SAFETY AND SECURITY

Exhibitors are cautioned and instructed to avoid blocking fire-fighting equipment. The Chambers and Verdugo Hills Hospital assume no responsibility for goods delivered to the location or material left in the building.

LIABILITY

Each exhibitor indemnifies and holds harmless the following entities: Verdugo Hills Hospital, Crescenta Valley, La Cañada Flintridge, & Montrose-Verdugo City Chambers of Commerce. Exhibitors must not damage or deface property, and are liable for such actions. Neither the Chamber and/or its sponsors, agents, staff or volunteers, Verdugo Hills Hospital, Verdugo Hills Hospital Foundation, their representatives or any member or employee of the Expo is responsible for injury, loss or damage from any cause whatsoever that may be suffered by any exhibitor, their employees or property. The exhibitor, upon execution of the contract expressly releases the foregoing named Chambers of Commerce and Verdugo Hills Hospital parties, individuals and employees from any and all claims for such loss, damage, or injury. Any and all restrictions and/or levies enforced or imposed by Verdugo Hills Hospital, the Chambers, the City of Glendale and/or the state of California must be observed.

PARKING

Exhibitor and visitor parking is available **exclusively** on the upper level parking structure. Additional free parking is available in the surrounding parking lots at Verdugo Hills Hospital.

EXPO COMMITTEE RIGHTS

The Chambers reserve the right to terminate or reassign exhibit space that is not occupied by 3 p.m. The Expo Committee reserves the right to deem material or literature inappropriate and may ask for removal. Questions, comments or concerns may be directed to the member's Chamber of Commerce office.

EXPO PASSPORT - Each attendee will receive an Expo Passport. Attendees must have their Passport stamped, signed or punched by every exhibitor to receive free tickets for the opportunity drawing.

Whereas, on September 14, 2011, three regional Chambers of Commerce and Verdugo Hills Hospital will sponsor a Community Event, henceforth called Foothills Community Business Expo. Exhibit space will be reserved on a first come first served basis and is subject to the approval of the Expo Committee. The undersigned has entered into an agreement with the Expo Committee to maintain booth space for the purpose of a public awareness promotion of business and service organizations. The Undersigned is presently maintaining, and for the duration of the above entitled agreement, will continue to maintain insurance covering any liabilities that may arise out of the operation of the booth space described above, including liability to the Expo Committee, the sponsoring Chambers and Verdugo Hills Hospital. Exhibitor agrees to hold the Expo and judgment recovered from or asserted against, the Chambers, Verdugo Hills Hospital and the City of Glendale on account of injury or damage to person or property. In the event legal action is brought to enforce this release agreement, the undersigned agrees to pay Expo, reasonable attorney's fees in connection therewith.

By signing this document I agree to abide by the rules/regulations as stated above.

Signature and date