



PRESENTED BY: Knoxville Chamber driving regional economic prosperity

Thursday, November 13, 2008

Exhibitor Contract

Date received: _____

Sold By: _____

KNS KACP

For Official Use Only

Company Name*: _____ Contact Name: _____ Title: _____
Billing Address: _____ City: _____ State: _____ Zip: _____
Office Phone: _____ Office Fax: _____
Email: _____ Website: _____

*Company name should be listed as it should appear in all promotional materials for the show.

Yes! I am a current member of the Knoxville Chamber. No. I am not a member of the Knoxville Chamber.

Please check one category that best describes your business:

- Technology Communications Finance Retail
 Entertainment Career Services Telecommunications Corporate Services
 Health & Fitness Transportation Other: (Specify) _____

Booth Packages - Please Check the booth package you wish to purchase:

- Package A 10' x 10' Booth Including a 1/8-Page Ad Chamber Member Price: \$775** Non-Member Price: \$925**
 Package C 20' x 20' Booth Including a 1/4-Page Ad Chamber Member Price: \$2,750 Non-Member Price: \$2,900
 Pavilion Package 20' x 50' Booth Including a Full Page Ad Chamber Member Price: \$7,300 Non-Member Price: \$7,450

- Package B 10' x 20' Booth Including a 1/8-Page Ad Chamber Member Price: \$1,425** Non-Member Price: \$1,575**
 Package D 20' x 30' Booth Including a 1/2-Page Ad Chamber Member Price: \$4,300 Non-Member Price: \$4,450

**Corner booths are an additional \$75 each

Choose your booth location:

Please select a booth for me I prefer the following locations: Choice #1 _____ Choice #2 _____ Choice #3 _____

Please Note: You will receive confirmation of your booth number and exhibitor packet in mid-September.

Move-in Information

The Convention Center's marshalling process will be used for both move-in and move-out. Detailed information regarding this process will be included in the exhibitor packet you will receive in mid-September. Please select the timeframe during which you would like to move in to your booth space:

Wednesday, November 12, 11-2 Wednesday, November 12, 2-4 Wednesday, November 12, 4-6

All booths must be set up and ready for business by 6 PM, Wednesday, November 12.

Move-out Information

For the safety of our exhibitors and attendees, booths may NOT be broken down prior to 5 PM on Thursday, November 13. Move-out must be completed by 7 PM, November 13. A more detailed description of the move-out marshalling process will be included in your exhibitor packet.

Payment Information

Package Price: _____

Corner Booths: _____ (\$75 Each)

Total Due: _____

Card number: _____ Exp. Date _____ Name as it appears on card: _____

Please Note: You will receive confirmation of your booth number and exhibitor packet in mid-September.

We abide by all contract conditions, rules and regulations as set forth in the Knoxville Business Journal Business & Technology Expo contract, along with any forthcoming guidelines (official rules and regulations are on the next page).

Printed Name: _____ Signature: _____

Title: _____ Date: _____

*Booths are assigned on a first-come first-served basis. All orders must be paid in full by November 6, 2008. Exhibitors who have not paid in full, will not be allowed to participate in the Expo. Due to printing and promotional pieces, there is a strict NO CANCELLATION policy, after July 1, 2008.

* _____ I understand the cancellation policy (initial)

Please sign and return to: Lori Fuller, Knoxville Chamber, 17 Market Square, #201, Knoxville, TN, 37902. Fax: (865) 523-2071 or your News Sentinel / Business Journal Account Executive at fax: (865) 342-6898

Official Rules and Regulations

The Knoxville Business Journal Business & Technology Expo is presented by the Knoxville Chamber of Commerce, the Knoxville Business Journal, and additional sponsors. The Expo is open to all non-charitable business-related organizations, companies and corporations.

A. Statement of Policy: All exhibitors are equal regardless of size and should be given equal opportunity to present their products or services. We ask you to be a "good neighbor" and show consideration to other exhibitors.

B. Contract Conditions: The following contract conditions have been formulated for the protection and best interests of all concerned. As such, the terms and conditions of these official regulations shall apply to and be in effect between the Knoxville Chamber and the Knoxville Convention Center, and any exhibitor whose application is received and to whom space is rented. All points not covered are subject to the decision of the Knoxville Chamber.

C. Definitions: As used herein, 'producer' means the Knoxville Chamber. 'Exhibit Management' means the Knoxville Chamber Exhibit Managers. 'Exhibitor' means the person or firm on whose behalf booth space is rented. 'Landlord' means the Knoxville Convention Center and SMG. "Exhibitor Service" means any official supporter so named by the exhibit managers to act in the capacity.

D. Application for Exhibit Space: Applications by Exhibitors shall be made on the official contract form. Exhibit Management will promptly accept or reject each application received and will furnish additional information to each Exhibitor whose application has been accepted. Booth space will be assigned based on a first come first served basis, guided by the Exhibitors choice of location whenever possible. However, Exhibit Management reserves the right to rearrange or renumber the floor plan and relocated any exhibit if it appears necessary for the good of all exhibitors.

E. Rental: All prices are outlined on the exhibit contract. The application for exhibit space must be signed by a duly authorized agent of the Exhibitor. **PAYMENT SHALL NOT BE REFUNDABLE IF EXHIBITOR CANCELS A RESERVATION FOR A BOOTH.** Any exhibitor reserving booth space that fails to occupy his space by the end of move in day on November 12, 2008, shall forfeit all rights to the use of assigned space and the Chamber reserves the right to dispose of such space, with no refund to the exhibitor.

F. Exhibitor Service: A firm has been selected to act as official suppliers of pipe and drape, signs, exhibit erection and electrical services. If you wish to use a supplier, other than the official supplier designated by Exhibit Management, you must notify Exhibit Management in writing at least 30 days prior to the opening of the show. After Exhibit Management receives your application for exhibit space, an Exhibitor Confirmation Packet will be sent to you (in mid-September) that will include all pertinent information necessary for planning your exhibit. Order forms from the official suppliers will be included for all necessary services including drapage, tables, electrical, furniture rentals, phone lines, etc.

G. Use of Space and Solicitation in Exhibit Hall: The aisles and other spaces in the Exhibit Hall not leased to Exhibitors shall be under control of the Show Management. All displays, interviews, conferences, distribution of literature, lectures, sales and transactions of business of any nature whatsoever shall be made inside the space contracted for. Standing in the aisles or in front of exhibit booths of other Exhibitors, or the intercepting of those attending for advertising purposes is strictly prohibited. Sideshow tactics or any undignified methods of attracting attention will not be permitted. (Note: No person or persons other than exhibitors, will be permitted to conduct business in the Exhibit Hall or on the grounds without the express authorized permission of the Exhibit Management. Violators will be escorted from the premises of the Exhibit Hall. The Exhibit Management asks that all Exhibitors abide by the set rules and regulations and to report any unknown violators to the Management for disciplinary action).

H. Restrictions in operating of exhibits: 1) Noise-making devices: Exhibits that include the operation of instruments, radios, taking motion pictures, public address systems or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstration will not disturb adjacent exhibitors. 2) Care of Building and Equipment: exhibitors shall not injure or deface the walls of the building, the booths or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the walls, flooring or woodwork. When such damage appears, the exhibitor is liable to the owner or the property so damaged. No holes may be drilled, cored or punched in the building. No adhesive-backed decals or similar items may be distributed or used. No decorations, signs or banners may be fastened to any surface of the building. The use of helium balloons is discouraged. If used and released inside the Convention Center, exhibitor responsible for the balloons will be charged the full rate for retrieval of the balloons from the Center's ceiling. 3) Fire & Safety Requirements: exhibitors may not use a canopy, tent, or roof over the top of their booth that exceeds 100 sq. ft. 4) Maintenance of booth space: exhibitors shall keep their booth space clean and orderly at all times and shall not engage in activity that would unduly interfere with visitors or other exhibitors. 5) Construction: In general each exhibit is entitled to a reasonable sight line from the aisle regardless of the size of the exhibit. 6) Booth: The exhibitor agrees to present his exhibit in keeping with the reputation of the image of the Expo and to provide staff to be present in the booth during show hours. Exhibitor agrees to dismantle booth only after the close of the show at 5:00 p.m. on Thursday, November 13. 7) Enforcement: The Exhibitor agrees to comply strictly with applicable terms and conditions contained in the agreements between the Landlord, the Producer, and Exhibit Management regarding the Exhibition premises. The Exhibit Management reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable, and also to prohibit or evict any exhibit that is objectionable in the opinion of the Exhibit Management. This reservation includes persons, things, conduct, printed matter, or anything of a character which the Exhibit Management determines is objectionable to the exhibit or does not conform to the standards of the Expo. In the event of such restriction or eviction, the Exhibit Management is not liable for any refund or other exhibit expenses.

I. Liability: *All Exhibitors must provide a certificate of insurance evidencing general liability coverage with minimum limits of \$1,000,000 per occurrence and workers' compensation coverage with statutory limits. The Knoxville Chamber, City of Knoxville, and SMG must be named additional insured under general liability. Exhibitor agrees to make no claim for any reason against the Knoxville Chamber, City of Knoxville or SMG for loss, theft or damage of goods, nor for any injury arising in any way from the Exhibitor's employees, agents, contractors participating in the Expo. Exhibitor agrees to indemnify, defend and hold the Knoxville Chamber, City of Knoxville and SMG harmless from and against any and all claims for loss, injury or damage arising in any way out of Exhibitor's, its employees, agents or contractors participating in the Expo.*

J. Cancellation: Exhibit Management reserves the right to cancel Expo without notice if it is deemed necessary by Exhibit Management. If Expo is cancelled, the exhibitor's booth fees that have been paid in advance to Exhibit Management will be refunded in full.

K. Solicitation: Solicitation for donations is not permitted.

L. Interpretation and Amendments: Exhibit Management shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such rules and regulations as shall be considered necessary for the proper conduct of Expo.

M. Correspondence: All correspondence relative to exhibits shall be directed to: Lori Fuller, Events Manager, Knoxville Chamber, 17 Market Square, #201, Knoxville, TN 37902.

The Knoxville Chamber will not be responsible for any failure of electric or other services. Exhibitors wishing to insure their goods must do so at their own expense. Only those exhibitors in the restaurant or catering business may serve food samples.