

CELEBRATE WEST SALEM 2017 BUSINESS EXPO



Sunday, March 19, 2017

11:00 to 2:00

West Salem Senior High School

West Salem, Wisconsin

Sponsored by

WEST SALEM BUSINESS ASSOCIATION

2017 CELEBRATE WEST SALEM BUSINESS EXPO

★ March 19, 2017

★ West Salem High School

★ West Salem, Wisconsin

EXHIBIT REGISTRATION FORM

Company Name: _____

Telephone: _____

Company Representative: _____

Title: _____

Address: _____

Fax: _____

City: _____ State: _____

Zip: _____

E-Mail: _____

WSBA members \$40.00: (# of booths needed) _____ Electricity Needed: (N/C) Yes: _____ No: _____

Non members \$55.00 (# of booths needed) _____ Table Needed (\$10.00 charge) Yes: _____ No: _____

Civic / Non Profit \$25 (# of booths needed) _____

NOTE: Registration received after March 4th will be charged a \$15.00 late fee.

Booth Location Preference: 1st Choice: _____ 2nd Choice: _____ No Preference: _____

(See back for layout and location choices)

Booth charge: _____

Table Charge: _____

Late Fee: _____

TOTAL AMOUNT DUE \$ _____

Full payment and Certificate of Liability Insurance must be included with registration!

Registration Deadline is March 4th

Please send registration form and Certificate of Liability Insurance along with your check made payable to:

**WSBA / CWS
P.O. Box 84
West Salem, WI 54669**

Signature: _____

Date: _____

Please read Expo specifics and details on the back of this form.

This contract is accepted and submitted on behalf of the Exhibitor:

CELEBRATE WEST SALEM

This is your invitation to be an exhibitor at the upcoming “Celebrate West Salem” Business Expo. Celebrate West Salem is a community wide event open to all businesses and civic organization located within the West Salem School District boundaries. Celebrate West Salem is a community wide event being planned for Sunday, March 19, 2017 at the West Salem High School gymnasium. This event will bring together local businesses, educational institutions, and civic organizations of all sizes to showcase their products and services, as well as to celebrate the community we live in. Celebrate West Salem will be a sales prospecting, relationship building, lead generating and networking opportunity. Meet potential clients and introduce your company and its capabilities to the business world at this exciting event. Don’t wait to secure your booth at this exciting event

SIGN UP TODAY!!!

Registration deadline is March 4th.

To register, simply fill out and mail in the attached exhibitors registration form today.

EXHIBITOR FACT SHEET

- Location:** West Salem Senior High School
405 East Hamlin St.
West Salem WI. 54669
- Dates / Hours:** Sunday, March 19, 2017
11:00 a.m. to 2:00 p.m.
- Booth Package Includes:** 8’ X 10’ booth space
Two folding chairs
Electricity *(limited quantity available. First come first serve basis only.)*
8’ Table available upon request for \$10.00
- Registration & Payment:** Deadline for registration and payment is March 4, 2017. Make checks payable to WSBA, P.O. Box 84, West Salem, WI. 54669
- Set Up / Tear Down:** Set up time starts at 8:00 a.m. on Sunday, March 19th and tear down is scheduled for no sooner than 2:00 p.m. Students will be on hand to assist you with unloading, setting up and loading your booth. All exhibits must be set up and ready by 11:00 a.m.
- W.S.H.S. Disclaimer:** If providing food samples at your booth, please contact Patty Gjertsen at 786-0600 to obtain permission.

For assistance or additional information contact either Teresa Schnitzler @ 786-1858 or Brenda Osterlie @ 786-4989

“Celebrate West Salem” Business Expo

1. **INSTALLATION, EXHIBITION AND TEAR DOWN:** The exhibit hall will be open Sunday, from 8:00 a.m. – 11:00 a.m. for all exhibitor set-up. Exhibit hours are from 11:00 a.m. to 2:00 p.m. on Sunday. No display shall be dismantled or removed from the Exhibit Hall until the end of the show at 2:00 p.m.. If a display is removed prior to the scheduled closing, that exhibitor may not be allowed to return in future years. All displays must be removed by 4:00 p.m. unless prior permission is obtained from show coordinators. Exhibitors are required to park their vehicles after unloading in either the Middle School parking lot or in the Heider Center parking lot, to allow for customer parking in the main High School lot.
2. **PAYMENT FOR BOOTH:** All booth and tables fees must be paid in full and payment received by West Salem Business Association on or before March 4th. Registration and or payment received after March 4th will be charged a \$15.00 late fee, in addition, WSBA reserves the right to release any unpaid spaces to other exhibitors. There will be no refund after March 13th.
3. **BOOTH ALLOCATION:** Assignment is in order of receipt of a signed contract. WSBA members will have first preferences of space available. The show coordinators reserve the right to alter locations of Exhibitors or of booths as shown on the official floor plan at it’s sole discretion, if deemed advisable in the best interests of the show, or to separate competitors. All request for electrical requirements will be on a first come, first serve basis. Please be advised that electrical outlets are limited.
4. **USE OF SPACE:** Exhibitor shall not sublet, divide or share exhibit space with any person not identified in the Exhibit Space Contract. Distribution of advertising materials is limited to the area of each exhibit space. Exhibits will be arranged so that nothing is attached to the walls or floor and no tacking or marring is permitted. Disturbing noises or other objectionable forms of attracting attention will not be permitted. Show coordinators reserve the right to restrict exhibits which may become objectionable, and prohibit or remove any exhibit which may detract from the general character of the display. This includes persons, things, conduct, printed matter or anything of character which may not be in keeping with the exhibit show as a whole. The exhibitor agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds. Exhibitor shall not obstruct the aisles adjacent to exhibit space. No booth structure or sign will be allowed which obscures adjoining exhibits or which projects more than four feet outward from the backdrop.
5. **FIRE SAFETY:** All booth material, decoration and hangings must be of flameproof material. No open flame candles or other open flame fixtures, whether equipped with a guard or not, shall be used in any place of assembly. There is no smoking allowed in or on official school grounds at any time.
6. **LIABILITY:** The exhibitor agrees to indemnify and hold harmless the West Salem Business Association and or the West Salem School District, their officers, agents and or employees from and against any and all claims, demands or suits alleging liability for losses, damages, expenses, cost and disbursements, including reasonable attorneys fees, and any other relief, for any actual or claimed injury or death to any person or damage to any property sustained as a result of the exhibitor’s use of or presence on the premises .

