



*“\$5 All-u-Can Expo — Kids Expo Free”*

*Saturday, April 28, 2012*

*Santa Ana Star Center*



*Business 2 Business (B2B): 10:00am-Noon*

*Consumer 2 Business (C2B): Noon-5:00pm*

**SHOP SAMPLE SAVE**

## **Sponsorship & Booth Exhibitor Information**

*“\$5 All-u-Can Expo — Kids Expo Free”* is the Chamber’s new business expo event designed to give Chamber members and area businesses an opportunity to present their products and services in a high-energy, high-traffic venue to fellow businesses along with area consumers.

All sponsors and vendors are required to offer door prizes, coupons and discounts to attendees.

All sponsors and vendors are welcome to sell products at the expo and must include a copy of their

Rio Rancho business license. (Please refer to terms & conditions)

## **Sponsorship Levels**

**Booth Benefits:**

### **PLATINUM \$5000 BOOTH: Exclusive to RRRCC Members**

- > Welcome banner/signage at entrance
- > Company name and/or logo recognition in all marketing materials
- > 10’x 40’ booth space in exclusive location 4 six-foot tables, 8 chairs & one ID sign w/pipe & drape
- > One company marketing or premium item for event bags
- > Full page advertisement in event program guide
- > Fifty (50) complimentary Expo tickets (\$250) value
- > Company name and/or logo recognition in all marketing materials

### **GOLD BOOTH: \$1000/RRRCC Members; \$1100/future RRRCC Members**

- > 10’x 20’ booth space in premium location 2 six-foot tables, 4 chairs & one ID sign w/pipe & drape
- > One company marketing or premium item for event bags
- > Forty (40) complimentary Expo tickets (\$200) value
- > Half page advertisement in event program guide

### **SILVER BOOTH: \$500/RRRCC Members; \$550/future RRRCC Members**

- > 10’x 10’ booth space in preferred location 1 six-foot table, 2 chairs & one ID sign w/pipe & drape
- > Twenty (20) complimentary Expo tickets (\$100) value
- > Quarter page advertisement in event program guide

### **STANDARD BOOTH: \$250/RRRCC Members; \$300/future RRRCC Members**

- > 10’x 10’ booth space 1 six-foot table, 2 chairs & one ID sign w/pipe & drape
- > Ten (10) complimentary Expo tickets (\$50) value
- > Eighth page advertisement in event program guide

**Presenting sponsors**



**Rio Rancho Observer**

*Gazing Upon The City of Vision Since It All Began*



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Saturday, April 28, 2012  
Santa Ana Star Center



BOOTH #

Business 2 Business (B2B): 10:00am-Noon  
Consumer 2 Business(C2B): Noon-5:00pm

## Early Bird Booth Registration

Save 15% on a Standard booth register by February 29, 2012

Check box indicating exhibit space choice

Exhibit space 10x10

Standard Booth

\$212.50 MEMBER

\$255.00 FUTURE MEMBER

These booth prices **Do Not** include additional services or products, but may be purchased. Prices for the following begin at Electricity 110 volt \$50.00, higher voltage \$100.00.

Companies must be a member in good standing of the Rio Rancho Regional Chamber of Commerce in order to exhibit at member prices. Cancellation deadline is March 30, 2012. A \$100 processing fee will be applied to cancellations made on or before March 30, 2012. No refunds for cancellations made after March 30, 2012. No exceptions.

**All companies must include a copy of their Business License to exhibit and to sell at Expo.**

NO POLITICAL BOOTHS ALLOWED

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

Type of Business \_\_\_\_\_

Contact Name/Title \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Selling at Expo  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(By signing your name above you agree that this represents your valid signature and that you have read and agreed to all terms and conditions.)

FAX FORM to 505.892.6157 or email ssheridan@rrcc.org. Checks are to be made payable to: Rio Rancho Regional Chamber (EIN # 85-0290692). Mail to Rio Rancho Regional Chamber; 4001 Southern Boulevard, Ste B; Rio Rancho NM 87124-2069. Sponsorships will only be confirmed upon receipt of payment & this signed registration form. Please use this form as needed for invoicing purposes. No other invoice will be sent.

Please charge credit card: (please circle):  MC  Visa  AmEx  Discover

Account number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature for card: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment must be received by Friday, March 20 to complete reservation at Early Bird Price to exhibit at Expo**

For additional information, please contact the Rio Rancho Regional Chamber at 505.999-1835,  
fax: this form to 505.892.6157 or e-mail to ssheridan@rrcc.org.

Presenting sponsors



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## Terms & Conditions Expo 2012 RRRCC

### Section 1 \* Exhibitor Space

- 1.1 – Badges must be worn during set-up and for the duration of the show.
- 1.2 – Exhibitor agrees to remain set up during all open hours of the convention. No early breakdown is allowed without the prior consent of Rio Rancho Regional Chamber of Commerce (RRRCC).
- 1.3 – Electrical, telephone, and Internet services are extra and can be provided by the Santa Ana Star Center (SASC) for an additional charge. Please inquire if needed

### Section 2 \* Display & Rio Rancho Fire Marshal Regulations

- 2.1 – Do not encroach on aisles that border your booth. Fire Extinguishers, Hose Cabinets, Fire Exits or Fire Alarms cannot be blocked or covered
- 2.2 – All decorations must be flame retardant or FR rated. They are subject to a random flame test by the Fire Marshal
- 2.3 – Acceptable materials will not hold a flame. Materials can be manufacturer certified or may be treated with a flame retardant. Wood less than one-quarter inch thick must be treated. In most cases, floor coverings are the exception.
- 2.4 – Table coverings are excepted if they do not

overhang the table more than six inches.

2.5 – Booth storage is allowed as follows:

- Cardboard boxes, packing materials, waste and debris must be removed prior to the start of the show and kept picked up during the show
- All areas are inspected periodically.
- Boxed brochures, product and sales material storage may be allowed if kept tight, orderly and not stored behind the back of your booth

2.6 – No smoking or alcohol permitted within the Santa Ana Star Center

2.7 – Extension Cords, Plugs and Lighting

- All extension cords must be a minimum of 14 gauge, 3 wire and grounded.
- Ties or cable clamps must be used when running cord.
- Lightweight extension cords or “zip cords” are not allowed.
- Power strips are approved for additional outlet plugs (Cube tabs are not allowed and power strips cannot be “daisy chained”)

- Cords, plugs and strips must have UL labeling
- Lighting must be UL labeled and used consistent with design

### Section 3 \* Noise & Damages

3.1 – Exhibitors must police their own tables to be sure that noise levels from sound systems is kept to a minimum and does not interfere with others.

3.2 – The RRRCC reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

3.3 – Any damage caused to the building or furnishings by the Exhibitor is the sole responsibility of the Exhibitor.

### Section 4 \* Setup

Setup and move-in/move-out instructions will be provided in advance of convention

### Section 5 \* Payments & Subletting

5.1 – Exhibitor understands the payment policy and agrees to pay the fees as listed on the Exhibitor Registration Form.

5.2 – Subletting of table space or sharing of exhibit space is **not allowed** without the express written permission of the RRRCC.

5.3 – In the case of multiple parties sharing one exhibit space, the person whose name appears of this contract

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assumes full responsibility for that space as specified here. The RRRCC must be notified, at the time of table reservation, of exhibitors intending to share space.

### **Section 6 \***

#### **Cancellation/Refunds**

6.1 – Cancellation deadline is March 30, 2012. A \$100 processing fee will be applied to cancellations made on or before March 30, 2012.

6.2 – No refunds for cancellations made after March 30, 2012. No exceptions.

6.3 – Set up needs to be done by 8:00 am Saturday, April 28 or forfeit of booth fee.

### **Section 7 \* Sales Tax**

Exhibitors who sell must have a Rio Rancho Business license. Exhibitors are responsible for collection and payment of the City of Rio Rancho Municipal Event Center Surcharge (MPEC) Ordinance. The MPEC surcharge takes the place of Gross Receipts Tax (GRT). Exhibitors will be exempt from GRT for any revenue produced at this event and will be responsible for remitting MPEC surcharge at 7% directly to the City of Rio Rancho. To obtain a temporary tax number visit [ci.riorancho.nm.us](http://ci.riorancho.nm.us) website for more information.

### **Section 8 \* Liability & Security**

8.1 – The RRRCC and the Santa Ana Star Center are not responsible for any theft or loss. Exhibitor is responsible for his or her own security.

8.2 – Exhibitor agrees to protect, keep and save RRRCC (the promoter of the event) forever harmless of any damage(s) or charge(s) imposed for violations of any ordinance or regulation by the Exhibitor, his employees or agents, as well as failure to comply with the terms and agreements of this contract.

8.3 – Further, Exhibitor shall at all times protect, indemnify, save and keep harmless RRRCC, against and from any loss, cot damage, liability, or expense which arises out of or from or by reason of any act or omission of the Exhibitor, his employees, or agents.

8.4 – in the event that the Santa Ana star Center or any part of the exhibit area thereof is unavailable, whether for the entire event or portion of the event, as a result of fire, flood, tempest, or another such cause or as a result of governmental intervention, malicious damage, acts of war, strike, labor disputes, riot, or agency with the RRRCC has no control, or should the RRRCC decide that because of any such cause it is necessary to cancel, postpone, or re-site the show, or reduce installation time, exhibit time,

or move-out time, the RRRCC shall not be liable to indemnify or reimburse the exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.