

# AMARILLO CHAMBER OF COMMERCE BUSINESSCONNECTION AGREEMENT

*Please read this agreement carefully.*

This agreement is made between the BusinessConnection Exhibitor (Exhibitor) and the Amarillo Chamber of Commerce (Chamber), coordinator of BusinessConnection Tradeshow (Event) on **May 23, 2024, from 10 a.m. – 4 p.m.** in the Civic Center located at 401 South Buchanan in Amarillo, Texas.

**AUTHORITY:** The Chamber shall have full power in the matter of interpretation, amendment and enforcement of this agreement. Any amendments to this agreement must be submitted in writing to the Chamber at P.O. Box 9480, Amarillo, TX 79105 to the attention of Lindsey Arbeiter.

**EXCLUSIVE USE:** Exhibitor hereby acknowledges that they have reserved booth space(s) for their exclusive use and will not sublet their booth space. If an exhibitor has more than one business, they must have a booth for each, unless the businesses operate under the same tax identification number.

**PAYMENT:** Exhibitor understands that booth assignment is on a first-come, first-serve basis and that full payment must be received by the Chamber before booth(s) can be confirmed. If full payment is not received by **April 15, 2024**, the exhibitor recognizes the right of the Chamber to reassign their booth space(s) to another exhibitor.

**CANCELLATION OF BOOTH SPACE:** Cancellations received by the Chamber in writing by **April 19, 2024**, are eligible for refund; no refund will be given after this deadline or without written request. The requests should be mailed to Amarillo Chamber of Commerce, P.O. Box 9480, Amarillo, TX 79105.

**CANCELLATION OF EVENT:** In the event any part of the Civic Center is destroyed or damaged, so as to prevent the Chamber from permitting an exhibitor to occupy the assigned booth space or the event is cancelled beyond the control of the Chamber; the exhibitor will receive a refund minus the expense paid by the Chamber. There shall be no liability on the part of the Chamber.

**LIABILITY:** The Amarillo Civic Center, Chamber and the event sponsors will not be liable for any loss or damage to the property of exhibitors or their employees due to fire, theft, accidents or any other cause whatsoever that may arise from use or occupancy of provided space or building. The exhibitor agrees to indemnify and hold harmless the Amarillo Civic Center, Chamber and event sponsors against any and all liability arising from any or all damage to property or personal injury or loss caused by the exhibitor, its agents, representatives, employees, or any such person.

**SECURITY:** Security guards and public liability insurance will be provided by the Chamber. The Chamber will exercise reasonable care for protection of exhibitors, materials, and displays. However, no liability, for losses will be assumed or implied. The Chamber is not liable for loss or damages or equipment. Exhibitor is encouraged to get an insurance binder on their equipment if not already covered in their policy.

**PHOTO/VIDEO PERMISSION:** Exhibitor gives the Chamber permission to use photos or videos taken at this event of their staff and business for the purpose of promoting Chamber events.

By reserving a BusinessConnection® booth space or spaces, the exhibitor is accepting this agreement.

Questions contact LINDSEY ARBEITER at 806-342-2006  
or [Lindsey@amarillo-chamber.org](mailto:Lindsey@amarillo-chamber.org).

## **BOOTH SIZE, COLOR AND FEE**

- Each 10x10 booth space includes:
  - (1) 8 ft. back wall drape
  - (2) 3 ft. side wall drapes
  - (1) 8 ft. skirted table
  - (2) chairs
  - (2) 110-volt outlets
  - (1) small identification sign
  - (20) admission tickets
  - Pre-show exhibitor electronic mailing list
  - Name and booth location listed in online and printed directory and on the event's webpage
  
- Chamber member fee per 10x10 booth space:
  - \$400 – Heritage Room (blue & white drape color)
  - \$400 – North Exhibit Hall (red & white drape color)
  
- Non-Chamber member fee per 10x10 booth space will add an additional \$300 to the above prices or non-members may call the Chamber office at 806-373-7800 to become a member.

## **POLICIES**

**ADMISSION:** Complimentary tickets will be available at the Chamber office, located at 1000 S. Polk, from May 1, 2024, through May 21, 2024, to Chamber members only. At the event, tickets can be purchased at each gate for age 6 and older for \$5 or complimentary admission will be available for attendees with a ticket or business card. **ALL EXHIBITORS MUST HAVE A TICKET FOR ADMISSION. (20) TICKETS WILL BE MAILED TO EXHIBITORS THE WEEK OF 5/6.**

**ANNOUNCEMENTS:** Promotion such as drawings for prizes is encouraged from booth space. **NO ANNOUNCEMENTS** for prizes will be made by Chamber. Exhibitor is responsible for contacting the winners of prizes.

**BADGE:** Exhibitor badges **WILL NOT** be provided by the Chamber.

**BOOTH SPACE:** Booth space is assigned by the Chamber only. Exhibitor will be required to work directly in the assigned booth area and not in the aisles. Exhibitor is encouraged to distribute samples, catalogs, pamphlets, souvenirs, etc.; but only from within their booth area.

Each space will include, an 8 ft. back wall drape, 3 ft. side wall drapes, (1) 8 ft. skirted table with (2) chairs, and a small identification sign (name of business and booth number) that will be attached to the top of the back wall drape of your booth. Signs other than those provided by the Chamber will be allowed and are encouraged, so long as they fit within the confines of the exhibitor's booth space. Booth space must be set up so as not to block the neighboring booth(s). Exhibit booth construction is subject to the following limitations: all exposed sides of each booth must be properly finished with 3 foot curtain

on each side and all exhibit elements must stay within the booth boundaries and be no more than 8 feet high. Exhibitors must not block the view or access to your neighboring booth(s). No sound equipment, sound making devices, exhaust emitting machines, or lighting devices which are objectionable and can be heard or seen outside your exhibit booth, will be permitted. Any audio used in the booth should be kept at a volume that will not interfere with your neighbors' conversations with people visiting their booths. Exhibitors should be able to talk and listen above the sound system.

**DATE/TIME:** Event will be held on Thursday, May 23, 2024, from 10:00 a.m. – 4:00 p.m. Exhibitors and their representatives will be allowed onto the exhibit floor at 8:00 a.m. on May 23, 2024.

**DISMANTLING SCHEDULE:** Exhibitors may not begin tearing down their area until 4:00 p.m. on May 23, 2024. **THIS WILL BE STRICTLY ENFORCED.** Tearing down prior to the close of the event is not allowed because it interferes with other exhibitors. The Chamber shall not be responsible for any exhibit or property not removed at the close of the event. The exhibitor authorizes the Chamber to remove, at exhibitor's expense, any material in the exhibit area belonging to said exhibitor after 7:00 p.m. on May 23, 2024.

**ELECTRICITY:** Each booth will have available (2) 110 volt outlets. All exhibitors are **REQUIRED** to have their electronic equipment on a power surge protector.

**FLOOR PLAN/LIST OF EXHIBITORS:** Floor plan and list of exhibitors will be available in the online directory posted on the event's webpage by May 16, 2024.

**FOOD/DRINK ITEMS:** Due to this year's Tradeshow Food Court, sample food and beverage items may only be given out between the hours of **10am-11am** and **2pm-4pm** and must be in accordance with the Civic Center's guidelines. Per the Civic Center's guidelines, sample food items that are bite sized or beverage samples of 3 oz. or less maybe given away, but not during the Food Court hours of 11:30am and 1:30pm.

**INSTALLATION SCHEDULE:** Exhibitors will be allowed to move-in on **Wednesday, May 22, 2024, from 12:00 p.m. to 6:00 p.m.** All equipment and displays must be moved in and set up prior to the opening of the event at 10:00 a.m. on **Thursday, May 23, 2024.** Space not occupied by that time will be forfeited by the exhibitor and may be resold, reassigned or used by the Chamber without refund. Freight doors cannot be raised after the exhibition opens. **Large outside Freight doors will not be opened on Thursday and will only be open until 4pm on Wednesday.** Large booth items need to be in by 3pm Wednesday. *(In the event of windy conditions, the large overhead doors will not be open at all!)*

**INTERNET: BASIC INTERNET SERVICE** is provided through the Amarillo Civic Center for a fee. If you have questions about the service call the center at 806-378-4297.

**MOTORIZED VEHICLES:** No motorized vehicles are allowed in the Heritage Room because of the carpet. Exhibitors displaying a vehicle are **REQUIRED** to contact Lindsey Arbeiter at 806-342-2006 by **May 2, 2024.**

**ORDER ADDITIONAL EQUIPMENT:** To order additional tables and chairs and other booth supplies contact the show

decorator listed on the BusinessConnection website or Lindsey Arbeiter for the contact information.

**PAYMENT DEADLINE:** Returning exhibitors **MUST BE PAID** in full by **April 15, 2024,** to secure booth. After April 15, 2024, invoices must be paid the day booth reservation is submitted to the Chamber. Questions call Lindsey Arbeiter at 806-342-2006.

**POLICY ON SALES/SALES TAX:** Sales by exhibitors of their products will be allowed, subject to Texas tax laws. The Chamber will not be responsible for collecting sales tax.

**SAFETY REGULATION:** There must be no solid construction or objects blocking fire exits or fire hoses. It is the responsibility of exhibitor to make sure that their exhibit does not constitute to a fire or safety hazard. Safety regulations will be enforced.

**SECURITY:** Security guards and public liability insurance will be provided by the Chamber. The Chamber will exercise reasonable care for protection of exhibitors, materials, and displays. However, no liability, for losses will be assumed or implied. The Chamber is not liable for loss or damages or equipment. Exhibitors are encouraged to get an insurance binder on your equipment if not already covered in their policy.

**STAFFING:** Each booth is required to have a staff member present at all times during the exhibition – **NO EXCEPTIONS.**

## **CIVIC CENTER'S DECORATION GUIDELINES AND RESTRICTIONS**

The following set of guidelines/restrictions has been set by the management of the Amarillo Civic Center in an effort to maintain the appearance of the facility. The following guidelines will be strictly enforced at the event.

1. **Tape is not allowed** to any walls, curtains, columns, or the metal frames around the glass anywhere in the Civic Center.
2. **Do not suspend items from the ceiling:**
  - a. Only a professional decorator can suspend items in the Heritage Room, and North Exhibit Hall. Use only "decorator hooks" in all other areas of the Civic Center.
  - b. Do not hang decorations from light fixtures, sprinkler system, signage or other permanently placed fixtures in the facility.
3. **No nails, staples, pins,** etc. are allowed to be used to attach items to any area of the Civic Center.
4. **No helium filled balloons** are allowed in the Civic Center.
5. **No use of hay, tumbleweeds, confetti, or glitter in any carpeted areas.**
6. The use of candles are permitted provided that **candles are contained** in an appropriate container designed for burning candles and the flame does not extend above container (i.e. candelabras). Candles may only be used on the tops of tables. Civic Center management must approve any variances.
7. Exhibitors are **responsible for removing** all decorations including hooks, signs, and tape from their booth space.

Questions call Chamber Office at 806-373-7800.