

WEST SALEM BUSINESS ASSOCIATION PRESENTS...

★ Celebrate ★ **WEST SALEM** Business Expo / Job Fair

March 15, 2020 • 11:00 am – 2:00 pm
West Salem High School, West Salem, WI

This is your invitation to be an exhibitor at the upcoming “Celebrate West Salem” Business Expo/Job Fair. Celebrate West Salem is a community-wide event open to all businesses and civic organization located within the West Salem School District boundaries. 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 and the public at this exciting event.

DON'T WAIT... SIGN UP TODAY! Registration Deadline is February 15th, 2020!

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

Booth Package Includes: 8' X 10' booth space, Two chairs, and Electricity (*limited quantity available. First come first serve basis only.*). 8' Table available upon request for \$10.00

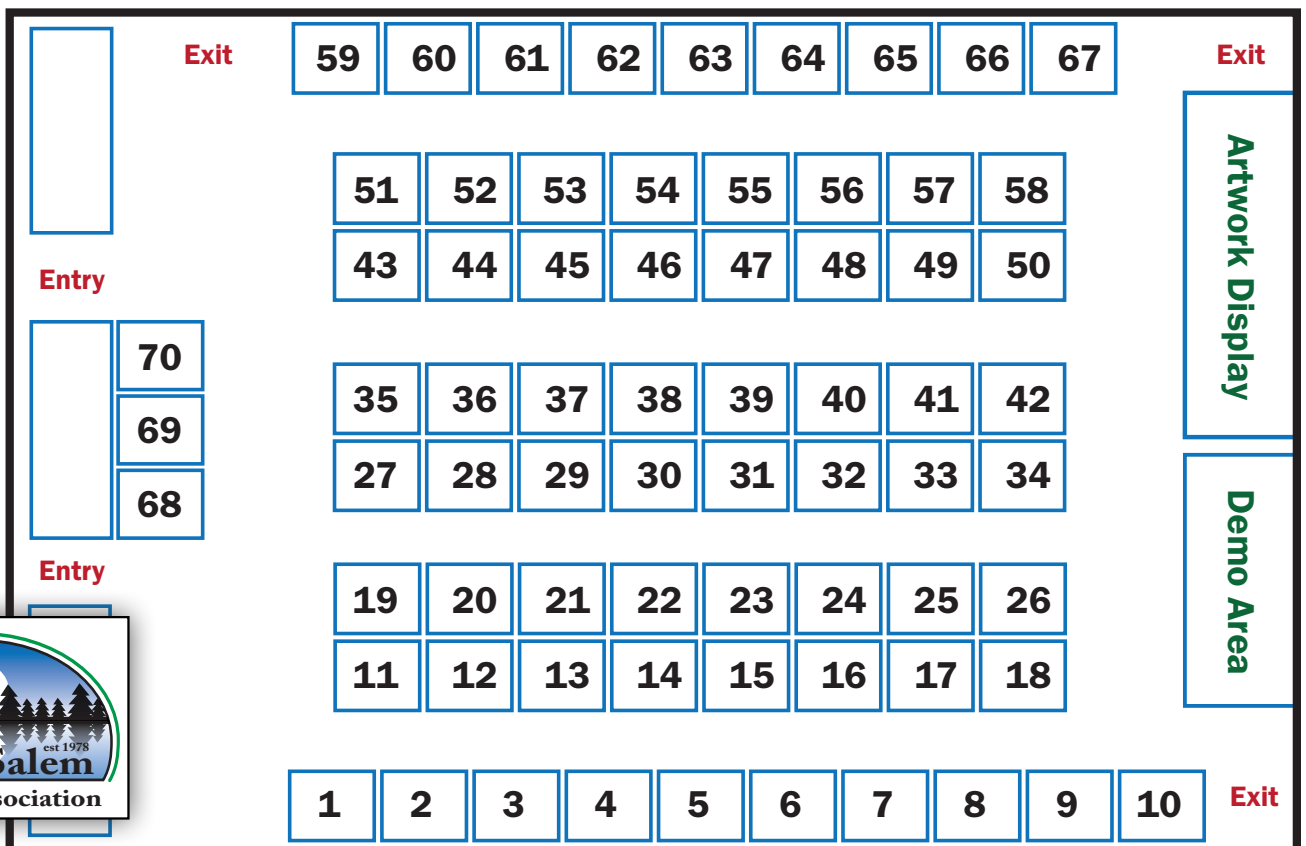
Registration & Payment: Deadline for registration and payment is **February 15th, 2020**. Make checks payable to **WSBA, P.O. Box 84, West Salem, WI. 54669**

Set Up / Tear Down: Set up time starts at **8:00 a.m.** the morning of the expo 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.** Exhibitors responsible for taking chairs to Commons Area.

W.S.H.S. Disclaimer: If providing food samples at your booth, please contact Patty Gjertsen @ 608-786-0600 or Jodie @ 608-786-6200 to obtain permission.

For assistance or additional information contact, Teresa DeLong @ 608-786-1858 or Brenda Osterlie @ 608-786-4989

Electrical service available only in booths 1-10, 59- 67, and 68 -70.



2020 CELEBRATE WEST SALEM BUSINESS EXPO/JOB FAIR

- 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 Elementary 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 **February 15th**. Registration and or payment received after that date 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 5th**.*
- 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 .*

----- Please Detach & Return -----

EXHIBIT REGISTRATION FORM

Company Name: _____ Telephone: _____
 Company Representative: _____ Title: _____
 Address: _____ Fax: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____

WSBA members \$40.00: (# of booths needed) _____

Non members \$55.00 (# of booths needed) _____

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

Electricity Needed: (N/C) Yes: _____ No: _____

Table Needed (\$10.00 charge) Yes: _____ No: _____

Booth charge: \$ _____

Table Charge: \$ _____

*Late Fee: \$ _____

***NOTE: Registration received after February 15th will be charged a \$15.00 late fee. TOTAL AMOUNT DUE \$ _____**

Booth Location Preference: 1st Choice: _____ 2nd Choice: _____ No Preference: _____ (See front for layout and location choices)

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

Registration Deadline is **February 15th, 2020**. Any registration after that date will not be included in Media Advertising.

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 above.

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

Yes, I am interested in JOB FAIR at our Booth.