

REGISTRATION FORM
*Friendship Village & Elderwerks
 Education and Resource Fair
 October 4th, 8:30 am to 12:30 pm*

BUSINESS INFORMATION

Business Name: _____

Applicant's Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

EXHIBITOR REGISTRATION

\$	<input type="checkbox"/>	Exhibitor / Booth	\$200.00 Early bird discount if paid before July 31st
			\$225.00 Rate if paid after August 1st
			\$250.00 Rate if paid after September 4th
\$	<input type="checkbox"/>	Total Amount Due	

PAYMENT INFORMATION

Check payable to **Elderwerks Educational Services**, PO Box 92, Cary, IL 60013

<input type="checkbox"/>	Credit Card Number:	Expiration Date:	
	Name on Card:	PIN:	
	Billing Zip Code:	Amount Due:	

I HAVE READ THE TERMS AND CONDITIONS

 Signature Date

FAIR INFORMATION

FAIR DATE:	October 4, 2018	
FAIR SET UP DATES & TIMES:	October 3, 2018	3:00 PM TO 4:45 PM
	October 4, 2018	7:30 AM TO 8:15 AM
FAIR TEAR DOWN:	12:30 PM	DO NOT TEAR DOWN EARLY!

LIABILITY INSURANCE REQUIREMENTS

There is a minimum of \$300,000 of Comprehensive Liability insurance required. All Exhibitors, Sponsors, and Vendors must provide a Certificate of Insurance by 7/15/18. Your insurance agent will provide this at no charge. Certificate of Liability Insurance needs to be worded as follows:

<p>Certificate Holder: Friendship Village of Schaumburg 350 W. Schaumburg Rd. Schaumburg, IL 60194</p>	<p>Description of Operations: Friendship Village of Schaumburg Fair Stonegate Conference Center October 4, 2018</p>
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TERMS AND CONDITIONS

Table Top Display: No displays, partitions, equipment or any other items may exceed the space leased by the exhibitor. Aisles must be kept clear. You may not block other resource tables with your display or booth personnel.

Table Information: Each vendor will receive a 6 foot covered and skirted table with 2 chairs.

Terms of Payment: Full payment is due at time of registration. Lack of payment constitutes a cancellation of this agreement and Elderwerks reserve the right to resell the booth space.

Exhibitor cancellation: Exhibitors may cancel by 9/25/18 to receive a refund. No refunds after 9/25/18.

Subletting, Sharing of Booth Space: Subletting or sharing of booth space is NOT permitted.

Attendance Disclaimer: The projected number of attendees is not guaranteed. It is based on past attendance.

Booth Staffing: A maximum of 2 exhibit staff are allowed in the booth space at one time due to space constraints.

Failure to Comply: Exhibitors failing to comply with the rules, terms, and conditions of Agreement are subject to forfeiture of payment and may not be allowed to exhibit.

Theft: Fair management is not responsible for materials or items left in booths.

Insurance: All exhibitors, their contractors, and suppliers working at the Fair, are required to carry liability and property insurance and submit a certificate of insurance to Friendship Village of Schaumburg by 10/3/18.

Amendment to Rules and Regulations: Friendship Village of Schaumburg reserves the right to reasonably interpret, amend, and enforce these rules and regulations as it deems proper to assure the success of the Fair. Fair Management reserves the right to refuse space which would in any way detract from the dignity of the Fair.

Cancellation, Termination or Relocation of Fair by Friendship Village of Schaumburg: In the event Friendship Village of Schaumburg shall for any reason cancel, terminate, or relocate the Fair or any part thereof, the Exhibitor waives any and all claims against Elderwerks for damages, expenses, or loss of profits. Exhibitor agrees to accept in complete settlement and discharge of all claims against Friendship Village of Schaumburg, the Exhibitor's pro-rata share of the total amount paid by all exhibitors less all costs and expenses incurred by Friendship Village of Schaumburg in connection with the Fair.

Liability and Indemnification: Exhibitor agrees that Friendship Village of Schaumburg and Stonegate Conference Center or their respective officers, directors, employees and or agents (hereinafter "Indemnities") are not responsible for loss or damage to any property of Exhibitor in transit, to and from, and within the confines of the Fair. Exhibitor agrees that Indemnities are not responsible for any damages or charges imposed for violation of any law or ordinance, whether due to Exhibitor or agent of Exhibitor. Exhibitor shall indemnify, defend and hold harmless Indemnities against and from any and all losses, costs and damages, liability or expenses (including attorney's fees) arising from or by reason of accident, bodily injury, property damage or other claims to any person, including Exhibitor, its employees, agents, or invitees, arising out of or relating to Exhibitor's occupancy or use of Fair premises.

TENTATIVE AGENDA

8:30 am	Doors Open
8:30 am to 12:30 pm	Resources Open
9:00 am to 9:45 am	Classes
10:15 am to 11:00 am	Classes
11:30 am to 12:30 pm	Lunch
12:30 pm to 1:30 pm	Last Speaker