



2018 EXHIBITOR PACKET

Annual Home & Business Show

Friday, April 13th & Saturday, April 14th, 2018

Shell Knob, Missouri



**SHELL KNOB
CHAMBER OF COMMERCE**

Twilia J Harrison,
Executive Director
P.O. BOX 193
SHELL KNOB
MISSOURI
65747

PHONE
417.858.3300

FAX
417.858.9428

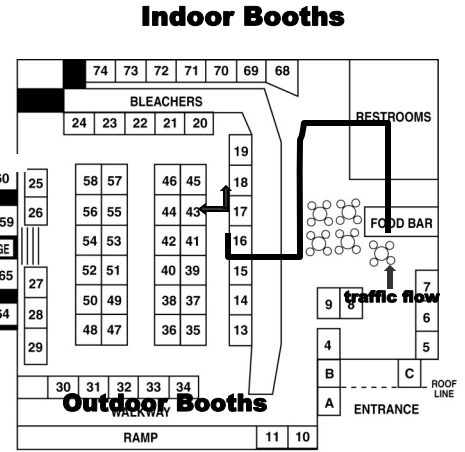
EMAIL
info@shellknob.com

WEBSITE
www.shellknob.com



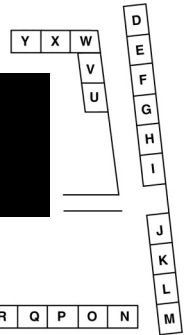
VENUE

**SHELL KNOB SCHOOL
HWY 39 NORTH, SHELL KNOB
THE BUILDING IS FREE SPAN**



DISPLAY HOURS

Friday, April 013,2018
5:00 PM to 7:30 PM
Saturday, April 14,2018
9:00 AM to 3:00 PM



BOOTH #	LOCATION	SIZE	FEE
A	Outdoor Entry	6'x10'	\$150
B&C	Outdoor Under Roof	6'x10'	\$170
4-9	Inside Entry	6'x10'	\$210
10-58	Inside Floor	6'x10'	\$180
13, 34, 35	Inside Floor Corner	6'x10'	\$200
26, 27	Inside Floor in front of stage	6'x10'	\$125
59-67	Stage	6x10	\$95
D-I, U-Y	Outside near Entrance	10'x20'	\$130
J-T	Outside Front Walkway	10'x20'	\$100

Shell Knob Chamber Members receive a 10% discount on booth fees. Multiple booth discounts available! Call for information.

DON'T DELAY!

To reserve your booth, complete the exhibitor contract and mail your check made payable to:

Shell Knob Chamber of Commerce
P.O. Box 193
Shell Knob, MO 65747

To be included in advertising, full payment of booth fees must be made by
April 5,2018.



EXHIBITOR RULES AND REGULATIONS

EXHIBIT SPACE

1. Exhibitors may make application for exhibit space until the show is fully booked.
2. Exhibit space costs and manner of payment are determined by show management. No exhibitor will be allowed to set-up their booth until all charges have been paid in full.
3. Cancellation of space will be refunded at 75% of booth fees until March 20, 2018 with the exception of deposits from the previous year which are non-refundable. No refunds in any amount will be made after March 20.
4. Where applicable, the Chamber shall provide booth draperies and hardware. Draperies are muslin fabric. Tables and/or electrical services are available for an additional fee.
5. **Tables must be covered. The exhibitor is responsible for their own table covers if they are using tables of any kind as part of their exhibit; table drapes are not provided by and are not available from the Shell Knob Chamber of Commerce.**
6. All aisles must be kept clear of exhibits, interviews, demonstrations, etc. Distribution of literature must be made from within the exhibitor's space.
7. Move in and out is on a first come, first served basis.

SET-UP OF EXHIBITS

1. The **installation of exhibits may begin at 2:00PM on Friday, April 13th**. Access to the building prior to 2:00 PM must be approved by the Home Show Committee or Show Manager; **do not contact the Shell Knob School**. Exhibits must be complete prior to 4:45 PM; the **show begins at 5:00 PM**.
2. For heavy exhibits, the front door of the gymnasium, shown on the attached map, gives access to a ramp to the gymnasium floor and/or stage. Displays can not be dragged across the floor. Vendors will be responsible for any damage caused.
3. All labor necessary in setting-up or removing exhibits must be supplied by the exhibitor.
4. If you have ordered a table (and have paid the \$25 rental fee), it will be delivered to your booth. Exhibitors must bring their own table covers; no table covers are provided.
5. Electricity will be provided (for \$10) if you have ordered it on your application blank.
6. Please Note: The Shell Knob Home & Business Show is sponsored and organized by the Shell Knob Chamber of Commerce. **Do not contact the Shell Knob School or school personnel with questions relating to the Home & Business Show**. Contact the Shell Knob Chamber of Commerce at 417.858.3300. Be sure your suppliers who will be handling deliveries to the show also understand this.
7. Payment must be made in full before exhibitors will be allowed to set-up their booth.

SHOW TIMES: The show will be open to the public on Friday from 5:00 PM until 7:30 PM; Saturday from 9:00 AM until 3:00 PM.

REMOVAL OF EXHIBITS: Early packing or moving of exhibits is **PROHIBITED!** Anyone doing so will not be invited to return. The last attendee deserves the same attention as the first. All exhibits must be cleared out of the exhibit area and off of venue property by 6:00 PM on Saturday April 14th.

HEIGHT RESTRICTIONS: The height restriction for all exhibits or portions thereof, including signage, is ten (10) feet unless prior permission is obtained. Booths 26 & 27 have a height restriction of four (4) feet. No part of the display may extend beyond the front or side lines of the exhibit space into the aisle space.

SIGNAGE: Signage should be professional and neat in appearance and should not detract from the exhibitor's booth or the quality of the show.

CHARACTER OF EXHIBITS: Each exhibitor agrees to display only products or services which are sold by them in their regular course of business. Each exhibit must comply with and conform to the laws of the State of Missouri and ordinances and regulations of Barry County. The Home Show Committee reserves the right to reject any exhibit, or part thereof, which would in any manner detract from the dignity of the show.

LICENSE: There are no city licensing requirements for the Shell Knob Home & Business Show.

UNOCCUPIED SPACE: If the exhibitor fails to occupy space contracted for, or fails to comply in any other respect with the terms of these rules and regulations, the Home Show Committee shall have the right to rent such space to any other applicant without releasing the original exhibitor from paying the sum agreed upon in the application and contract for exhibit space.

SOUND CONTROL: All audio must be controlled so as not to annoy other vendors & public address system.

DISTRIBUTION OF LITERATURE AND SOUVENIRS: Printed advertising, souvenirs, etc. may be distributed by exhibitors from their own space only. Raffles and games of chance (drawings which require the purchase of tickets) are not typically allowed and would require prior approval of the Shell Knob Chamber of Commerce.

PROMOTIONAL ANNOUNCEMENTS/DOOR PRIZES: Exhibitors may offer drawings for free door or promotional prizes in their individual booth. If you **provide written** announcements about your show specials and prizes, Chamber personnel will make announcements over the public address system. Announcements may be limited .

CARE OF EXHIBIT SPACE

1. Each exhibitor must keep their own spaces cleaned and their exhibits maintained in good order while the show is open to the public. Home Show personnel shall be responsible for maintaining the aisles and public area.
2. No nails or screws may be driven into the floor. **No liquids of any kind** are allowed on the gymnasium floor and any tape needed to secure items to the floors must have the approval of the Show Manager.
3. No open flames are allowed inside the building.
4. Inclusion of live animals in any exhibit must be pre-approved by the Home Show committee and will only be considered when vendor is properly insured.

EVENTUALITIES: In the case the exhibition shall be destroyed by fire, the elements, acts of God or any other cause, or in case other circumstances shall make it impossible for the Home Show Committee to permit the contracted space to be occupied by exhibitor, then the application and contract for exhibit space shall terminate and the exhibitor shall waive any claim for damages or compensation.

LIABILITY: Neither the Shell Knob Chamber of Commerce, the employees thereof, their agents or representatives shall be responsible for any injury, loss or damage that may occur to the exhibitor, or to the exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period of the Home Show. The exhibitor upon agreeing to exhibit in the Home Show expressly releases the foregoing named association, corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.

INSURANCE: It is required that each exhibitor have public liability insurance to protect against possible claims arising out of the operation of its exhibit. The Shell Knob Chamber of Commerce provides insurance for its organization only.

SECURITY: Security will be provided beginning at 8:00 PM on Friday, April 13th and will end at 8:00 AM on Saturday, April 14th. Entry into the exhibition area prior to public viewing hours shall be permitted only by members of the Home Show Committee.

ALCOHOL/TOBACCO/FIREARMS: No smoking, tobacco or alcohol are allowed on the school grounds or in the buildings at any time. No firearms are allowed on school property.

BOOTH ASSIGNMENTS: The Home Show Committee reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion. Changes will be made in the best interest and for the overall good of the show.

AMENDMENTS: The Home Show Committee shall have full power to interpret and to make or amend these rules. Whatever these rules do not cover, the Home Show Committee reserves the right to make such rules as may appear to be in the best interest of the show and the exhibitor agrees to abide by such rulings.

AGREEMENT: Payment of booth rental fee indicates exhibitor's agreement to comply with the information contained in this document "Exhibitor Rules & Regulations".

PARKING: Exhibitor parking is provided at an alternate nearby site. A shuttle service may be provided to transport exhibitors to/from their vehicles. The parking areas adjacent to the building should be left for those visiting the show.

QUESTIONS/COMMENTS: If you have questions or comments, we encourage you to contact us at 417.858.3300 or by email at info@shellknob.com. Please do not contact the school with questions regarding the Shell Knob Home & Business Show.



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417.858.3300 • Email: info@shellknob.com



EXHIBITOR CONTRACT

2018 HOME & BUSINESS SHOW INFORMATION

DATES: FRIDAY, APRIL 13 TIME: 5PM—7:30PM
SATURDAY, APRIL 14 9AM—3PM

LOCATION: SHELL KNOB SCHOOL GYMNASIUM—Hwy 39 North
A FREE-SPAN BUILDING

EXHIBITOR NAME (To be listed in advertising) _____

DESCRIPTION OF PRODUCT/SERVICE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT PERSON: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

WEB SITE: _____

Booth(s) Requested (list space #s from map) _____ Alternate Booth #(s) _____

Total Number of Booths _____ @ _____ per Booth = \$ _____

Less 10% Chamber Member Discount = \$(_____)

Number of 2'x6' Tables needed _____ @ \$25 each = \$ _____

Electric Services for (how many) _____ booths @ \$10 each = \$ _____

220-volt Electric Service for (how many) _____ booths @ \$25 each = \$ _____

CHECK ENCLOSED FOR TOTAL AMOUNT = \$ _____

ACCEPTED BY:

EXHIBITOR SIGNATURE (please sign here) _____ DATED _____

HOME SHOW MANAGER (chamber personnel) _____ DATED _____

SHELL KNOB
CHAMBER OF COMMERCE

Twilia J. Harrison, Director

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MISSOURI
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417.858.3300

EMAIL
info@shellknob.com

WEBSITE
www.shellknob.com



MAKE CHECKS PAYABLE TO: SHELL KNOB CHAMBER OF COMMERCE
MAIL TO: P.O. BOX 193, SHELL KNOB, MO 65747



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