



RULES & REGULATIONS

2009

WISCONSIN STATE FAIRGROUNDS
PRODUCTS BUILDING
JUNE 5 & 6 2009

General Terms & Conditions

- (1) Wisconsin Christian Expo allows Exhibitors to sell and/or promote their business, products and services upon the acceptance of a complete application and receipt of full payment.
- (2) Reselling of booths is strictly prohibited.
- (3) Registrations made through any person or organization other than Wisconsin Christian Expo will not be honored.
- (4) On the days of the Expo, any Exhibitor not listed on the Wisconsin Christian Expo Exhibitor list shall be denied access to the Exhibit area and prevented from setting up.
- (5) **Payments are not refundable for any reason.** All payments for the Wisconsin Christian Expo must be made to Wisconsin Christian Expo staff.
- (6) Booth space will not be guaranteed until receipt of the deposit (50% of registration fee). The deposit is due with the Registration Form. Final payment is due by 5/31/09; otherwise, the Exhibitor shall forfeit the deposit and waive booth space reservation without notice.
- (7) Any harassment of the Wisconsin Christian Expo patrons, inappropriate behavior or sale/rental of unauthorized products or services may result in the immediate expulsion from the event facility and the grounds.

Exhibit Area & Assignments

- (8) Exhibitors may request to have their exhibits in a specific location of the Products Building; however, final placement will be assigned in the order that completed **Registration Forms** are received. These assignments are subject to change.
- (9) All Exhibitors will be supplied with one 8-foot unskirted table and two chairs. Booths will be separated by pipes and drapes.
- (10) Booth spaces will be 10' x 10'. A limited number of double (10' x 20') and quad (20' x 20' or 10' x 40') booth spaces will be available.
- (11) Exhibitors may request special arrangements, and every effort will be made to accommodate these. Extra fees may apply, and the Exhibitor will be informed of these at the time accommodation is confirmed.
- (12) Electricity will be available for Exhibitors only through Wisconsin State Fair at additional and separate cost. Forms will be provided upon request; however, all requests must be submitted no later than June 5, 2009.
- (13) Only one business may be in each 10 x 10 booth. One additional organization directly related to the Exhibitor may share the booth with (a) prior approval by Wisconsin Christian Expo and (b) upon remittance of any additional fees as may be assessed by the Wisconsin Christian Expo.
- (14) Exhibitors must wear an Exhibitor Identification Tag at all times as supplied to them by Wisconsin Christian Expo.
- (15) Exhibitors are encouraged to walk around and network with other Exhibitors, visitors and guests. Booths do not have to be manned.
- (16) Set-up shall only be permitted from 9AM to 4PM on Friday and from 8AM to 9AM on Saturday. Exhibits may be dismantled from 6PM to 9PM on Saturday. Other times can be accommodated by special request made in advance of the Expo.

DISCLAIMERS

- (17) Wisconsin Christian Expo does not guarantee success for any Exhibitor in selling and promoting their products or services.
- (18) The Wisconsin Christian Expo, its organizers, volunteers, representatives and designates, are not responsible for stolen or damaged property.
- (19) The Wisconsin Christian Expo, its organizers, volunteers, representatives and designates, are not liable for any injury to individuals participating in the Wisconsin Christian Expo.

Accepted by _____
(Signature)

Print Name _____

For _____ Date _____
(Company or Organization)

For more information:
Wisconsin Christian Expo, Family and Music Festival
1933 W Wisconsin Avenue Milwaukee WI 53233
Call 414.344.7300 with questions or
visit www.WisconsinChristianExpo.com