

**THE COMMUNITY OF THE BLESSED SACRAMENT**  
**Business Expo Booth Exhibitor Application Form—Deadline 05/06/2009**  
**Saturday, May 16 and May 17, 2009**

Name of Company or Organization:m \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Number of People at Booth: \_\_\_\_\_ Electric Requested? \_\_\_\_\_

Request 10 minute Presentation Time (Title) \_\_\_\_\_

Describe type of business, products, service or display to be exhibited. Provide general overview of items to be displayed in your Business Expo booth. Describe items being sold at the booth and/or any raffle or chance games at the booth. Also, include name and contact info to appear in Expo program and website.

(Please include additional items on a separate sheet of paper.)

**Business Expo Booth Fees:** Expo booth = 30"x90" table space with 2 chairs is free—event door prize items will be accepted. Assignment of Social Hall space will be on a first-registered basis—based on when this form is received. A limited number of tables with access to 110v outlets will be assigned on a first-registered basis. Plan to supply heavy-duty extension cords if needed. Table assignment will be made by the Business Expo Committee. Please call Honora at the parish office (480-948-8370 X223) or e-mail [hnrton@diocesephoenix.org](mailto:hnrton@diocesephoenix.org) to discuss out of the ordinary booth (more than one table space) needs or to have questions answered.

I hereby agree to accept the rules of the Blessed Sacrament—Scottsdale Business Expo. Please sign the bottom of this form to ensure you agree with our Business Expo policy.

**Hold Harmless:** All exhibitors, exhibitor employees or family members, volunteers, and participants in the Business Expo must agree to indemnify and hold harmless the Blessed Sacrament Scottsdale staff, Expo Committee and any and all officers, directors, officials and employees from any and all claims arising out of or connected with the exhibitors and/or participant's actions or inactions, including claims based on strict liability in connection with activities at the Blessed Sacrament-Scottsdale Business Expo.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward this application by May 1, 2009 to:**

Community of the Blessed Sacrament  
Attn: Dr. Honora Norton, Parish Manager  
11300 N. 64th Street  
Scottsdale, AZ 85254

To be completed by Business expo Committee: Date Received: \_\_\_\_\_ Booth # \_\_\_\_\_

## The Community of the Blessed Sacrament—Business Expo Policy

### Exhibitors will be limited to:

- “Registered” parishioners who are business owners and/or employees applying businesses
- Businesses that advertise in parish bulletin.
- Job-opportunity related ministries and/or agencies referred by parishioners and/or parish staff (i.e. St. Patrick’s Job Ministry)

### Booths:

- All booths must be family friendly.
- The Business Expo Committee has the final say on all booth content and what may or may not be displayed or sold during the Expo.
- A “booth” is defined as a 30”x90” table with two chairs. Extra maybe allocated if available.
- It is recommended that the booth be managed by at least two people—so that Exhibitors can visit other booths.

### Direct Cash Sales:

- General description of products for sale at the booth should be listed on the application.
- Exhibitors selling products in the booth should, if requested, be able to provide proof of a minimum of \$1,000,000 in liability insurance.
- Exhibitors are responsible for paying all applicable sales tax.
- All Exhibitors must collect their own sales tax.
- All items for sale must be clearly marked with price.
- Prices to remain the same throughout the Business Expo.
- Exhibits are subject to all State, Federal, and Parish laws governing taxes, health, and safety of persons and or property.

### At Booth Raffles or chance-games:

- General description should be listed on the application.

### Applications:

- All Exhibitors must complete an application for booth space to reserve space.
- Applications are available on the parish website and/or located in the church and parish lobbies.
- Applications will be processed on a first-come, first-served basis; space is limited—so submit application early.
- Deadline for Exhibitor applications is: May 6, 2009.
- All businesses participating in the Business Expo will have their contact information listed on the parish’s website on the Business Network page.

### Animals/Pets

- Are prohibited except for those supporting the disabled.

### Electrical:

- Electricity to booths is based on availability and will be provided on a first-come, first-served basis. No fans or heater use.

### Exhibitor Set-up Time:

- Booth set-up is from 3:00pm to 4:15pm May 16.
- Spaces not occupied by 4:15pm and/or ready to open by 4:15pm on May 16 will not be guaranteed.
- All Exhibitors must keep their booths open and operating from the time gates open until closed.
- No early break-downs permitted—unless Expo early release notice is given by Business Expo Committee.

### Exhibit Times:

- Saturday: May 16,
  - 5:30pm to 7:30pm
- Sunday May 17
  - 8:00am to 1:00pm

### Presentations during Exhibit Times:

- 10 minute length
- Will be scheduled on first-come, first-served application receipt basis every 15 minutes.

### General:

- The Business Expo Committee will determine the location of all booths.
- The Business Expo Committee will provide booth signs and provide a list of all exhibitors on the day of the event.
- Exhibitors will operate in a professional manner.
- Exhibitors will keep booths clean, sanitary and will deposit all waste in trash receptacles located throughout the Social Hall. Large boxes and other large trash items—dispose of in large waste bins located on the perimeter of the parish parking lot.
- The Community of the Blessed Sacrament, Expo Committee, parish staff and those attending do not take any responsibility or liability for the loss or damage that might result to a booth or its contents from causes beyond reasonable control, including, without limitation, such loss or damage as may be caused by the elements, an act of God, thieves, vandals or unavoidable accidents. The Community of the Blessed Sacrament, Expo Committee and parish staff are not an insurer, nor will they be responsible for anything contained in or comprising the booth.

PARTICIPATION DISCLAIMER: Your participation in the Blessed Sacrament Business Expo is not an endorsement of your products, services, character or reputation as an individual or proprietor.

Signature: \_\_\_\_\_