

THE COMMUNITY OF THE BLESSED SACRAMENT
January 29, 2012 Business Expo Booth Exhibitor Application Form

Submit by Deadline 01/24/12

Name of Organization: _____

Organization's Website _____

Organization's eMail: _____

Organization's Address: _____

City: _____ **State:** _____ **Zip:** _____ **Phone:** _____

Contact Person/Title: _____

Contact E-Mail: _____ **Contact Phone:** _____

Number of People at Booth: _____ **Electric Requested?** _____ **Interested in Speaking?** Yes or No

Gifting Door Prize(s)? (Describe): _____

Business: 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. *Please include additional items on a separate sheet of paper.*

Business Expo Booth Fees: Expo booth = 30"x90" table space with 2 chairs is \$15 (to cover expenses). 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 bring your own 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 hnorton@diocesephoenix.org to request out of ordinary booth space) needs or to have questions answered.

Signature: 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.

Print name: _____

Signature: _____ **Date** _____

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.

Please forward this application (with \$15 check) to Blessed Sacrament by January 24, 2012 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. Otherwise goods can NOT be sold at the booth.
- 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 and submit \$15 check to Blessed Sacrament 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: Jan 24th..
- 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 7:00AM—7:30AM on Jan 29.
- Spaces not occupied by 7:30AM and/or ready to open by 7:35AM on Jan 29 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:

- Sunday: January 29,
 - 7:35AM to 12:30PM

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: _____