

**THE CARING PLACE/THE NEW FACES PARTNERSHIP**  
**April 26, 2012 Information Expo Booth Exhibitor Application Form**

*Submit by Deadline 04/05/2012*

**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? Yes or No**

**Gifting Door Prize(s)? (Describe):** \_\_\_\_\_

**Business:** Describe type of business, products, service or display to be exhibited. Must provide general overview of items to be displayed and or for sale in your Expo booth. Describe any raffle or chance games at the booth.

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

**Senior 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 Senior Expo Committee. Please call Dr. Honora at (480-948-8370 X223) or e-mail hnoton@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 Caring Place Senior Expo. Please sign the bottom of this form to ensure you agree with our Business Expo policy.

**Print name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ *(Sign agreement to policy on page 2)*

**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, Caring Place Partnering parishes/Advisory Board, 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 Caring Place Senior Expo.

**Please forward this application ( with \$15 check) to Blessed Sacrament by April 5, 2012 to:**

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

**To be completed by Expo Committee: Date Received:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

## The Caring Place Information Expo Policy

**Exhibitors** will be limited to:

- Agencies/businesses that support senior and/or caregiver needs.
- Agencies/businesses that have fully completed and signed this application.
- Agencies/businesses recommended by Caring Place partnering parishes.

**Booths:**

- All booths must be family friendly.
- The 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.
- There is no internet-connect access available in the Exhibit Hall.

**No Direct Cash Sales Allowed:**

- General description of products for sale at the booth **MUST** be listed on the application. Retail sales of nutritional supplements is not allowed.
- 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 management of money from sales made at exhibit. 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 Caring Place website and/or located in the partnering 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: April 5, 2012.
- All businesses participating in the Expo will eventually have their contact information listed on the

Caring Place website on the Expo webpage.

**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. Bring your own heavy extension cord.

**Exhibitor Set-up Time:**

- An Exhibitor Check-in table will be located just inside the Social Hall lobby; go there to receive booth assignment.
- Booth set-up time: 8:00AM to 9:15AM on April 26.
- Spaces not occupied by 9:00AM and/or ready to open by 9:15AM on April 26 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 Expo Committee.

**Exhibit Times:**

- Thursday 9:30AM—1:30PM

**General:**

- The Expo Committee will determine the location of all booths, provide booth signs, and provide a list of all exhibitors on the day of the event.
- Exhibitors will operate in a professional manner; no loud music or use of microphone at booth.
- 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 Expo Committee, Blessed Sacrament Roman Catholic Parish Scottsdale, other Caring Place partnering parishes, their 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 preciously named entities are not an insurer, nor will they be responsible for anything contained in or comprising the booth.

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

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