

## EXHIBITOR REQUIREMENTS

Exhibitor is required to operate throughout the entire event. Booths will be filled on a first-come, first-served basis. Exhibitors are encouraged to present your booth as family friendly. You must attach a copy of your vendor permit, or ST-19, if selling any food/beverage, or merchandise, items with this application form for approval. Contact the New Prague Chamber of Commerce with any questions 952-758-4360.

**Full payment must be submitted with the application. Registration and payment deadline is 4 PM on Thursday, July 22nd, 2021.**

## BOOTH SPACE

Basic fee includes a 10 x 10 space at the event plus various advertments and promotions. Exhibitors are asked to bring their own 10 x 10 tents and tables for the event. If you are needing to rent tents and tables, please reference the registration form and we can take care of the rental for you for an additional fee. If electricity if needed, please let us know prior to the event and we can provide that for you for an additional fee. Additional equipment will not be provided the day of the event. Must bring your own chairs and table-cloths, if needed.

Exhibitor will be provided with a map and booth location prior to the event date. The space contracted for is to be used solely for the name that appears on the application and it is agreed that no portion will be sub-let or used by any other organization or business. Exhibitors and their exhibits are limited to their assigned booth space. Marketing displays and material cannot block or interfere with booth space of other Exhibitors.

## ELECTRICITY

One (1) electricity outlet is available for a very limited number of booths and is limited to 20 amps only. No extension cords will be provided. All extension cords used must be in safe working conditions as required by local fire code(s). Please let us know if electricity is needed prior to the event as there is an additional fee.

## EXPO HOUSE, SET-UP AND TEAR DOWN

Czech Out New Prague is open to the public from 5 PM – 8 PM. Every exhibitor booth must be staffed and operational during the entire open hours of the event. Exhibitors will not be allowed to leave before the end of the event. Any Exhibitor that leaves early will be excluded from Czech Out New Prague the following year. Exhibitor shall have access to the area Thursday, August 5th, 2021 starting at 2 PM. Exhibitors are responsible for unloading and setting up material the day of the expo. Exhibitor booth must be completely set-up and ready to serve the public no later than 4:30 PM.

## CANCELLATION

If, for reasons beyond the Chamber's control, Czech Out New Prague must be cancelled, the New Prague Chamber of Commerce is not liable for any costs other than exhibitor space fees paid. If the date or location must be changed for reasons beyond the Chamber's control, it is agreed that the entry booth fee is non-refundable as a date or location change will be provided. Should an exhibitor wish to cancel this agreement and not exhibit in the event, a refund of fees paid may be requested through July 22, 2021, after which no refunds will be made. Allow four (4) weeks for refund processing.

## EVENT LOCATION & PARKING

Czech Out New Prague will be in Memorial Park around the Park Street Parking loop. This road will be closed to traffic during event hours. Side street parking will be available around Memorial Park.