



DECATUR REGIONAL
CHAMBER OF COMMERCE

presented by
Herald & Review



2022
STATE
OF THE CITY

2022 CHAMBER
BUSINESS
EXPO



2022
TASTE
OF DECATUR



MAY 6TH

9 AM - 2 PM
DECATUR CIVIC CENTER ARENA



Decatur Civic Center
1 Gary K Anderson Plaza
Decatur



(217) 422-2200

**WANT TO BE A VENDOR?
REGISTER TODAY!**

www.decaturchamber.com



We Are Central Illinois

Neuhoff Media
Decatur

HSHS
St. Mary's
Hospital



SECTION 1: CHOOSE YOUR BOOTH PACKAGE

PREMIUM PACKAGE - \$1,000

- (2) 10' x 10' booths, electrical outlet, linens, table and chairs
- Business logo (full color) listed in select Herald & Review ads
- Business logo (full color) listed on decaturchamber.com expo page w/link
- Company logo in select social media posts (Facebook & Twitter)
- Company profiled on chamber Facebook page
- Logo identification in targeted email campaign
- 8 tickets to the VIP Preview Party on Thursday, May 5th, 2022.

Tables needed 0 1 2 Chairs needed 0 1 2

Table linens needed? Yes No

STANDARD PLUS PACKAGE - \$500

- (1) 10' x 10' booth, option of linens, table and chairs
- Business logo (B&W) listed in select Herald & Review ads
- Business logo (B&W) listed on decaturchamber.com expo page w/link
- Business name listed in select social media posts (Facebook & Twitter)
- Company profiled on chamber Facebook page
- Logo identification in targeted email campaign
- 4 tickets to the VIP Preview Party on Thursday, May 5th, 2022.

Tables needed 0 1 2 Chairs needed 0 1 2

Table linens needed? Yes No

STANDARD PACKAGE - \$300

- (1) 10' x 10' booth, option of plastic tablecloth, table and chairs
- Business name listed on decaturchamber.com expo page w/link
- Limited exposure in select social media posts (Facebook and Twitter)
- 2 tickets to the VIP Preview Party on Thursday, May 5th, 2022.

Tables needed 0 1 2 Chairs needed 0 1 2

Table linens needed? Yes No

NON-PROFIT PACKAGE - \$225

- (1) 10' x 10' booth, option of plastic tablecloth, table and chairs
- Business name listed in select Herald & Review ads
- Business name listed on decaturchamber.com expo page w/link

Tables needed 0 1 2 Chairs needed 0 1 2

Table linens needed? Yes No



SECTION 2: ADDITIONAL OPTIONS

TICKET ADD-ONS

- \$20 VIP Preview Party (ea) May 5th _____
- \$20 State of the City Breakfast (ea) May 6th _____
- \$15 Taste of Decatur Ticket (5 tastes) May 6th _____

SECTION 3: BUSINESS INFORMATION & PAYMENT METHOD

Business Name: _____
(please print)

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt Phone: _____

Email: _____

TOTAL REGISTRATION AMOUNT: \$ _____
(Section 1 + Section 2)

Check (Made out to the Decatur Regional Chamber of Commerce) Check #: _____

Please Invoice

By signing below you are acknowledging you have read and accepted the stated terms and conditions located on the back of this form and accept the authorization of selected payment.

Signature: _____ Date: _____















SECTION 4: BOOTH MAP

BOOTHS ARE ASSIGNED ON THE FOLLOWING CRITERIA:

Sponsors and pre-paid exhibitors have the first right of refusal of their space. Every effort will be made to accommodate all requests on a first come, first serve basis. Booth number confirmation will be made only after receipt of full payment and this completed contract.

Select your first, second, and third booth space preference below. Please note, if you purchased a Premium Booth (\$1,000) be sure to select 2 consecutive booth spaces for each choice.

	T	A	S	T	E	O	F	D	E	C	A	T	U	R	Storage			
STAIRS																STAIRS		
	H1	H2		H3	H4	H5	H6	H7	H8		Del's Popcorn	State Farm		H11	H12			
	G1	G2		G3	G4	G5	G6	G7	G8		G9	G10			G12			
J6	F1	F2		F3		DUNN CO.		Millikin University			Beck Tech	HPB				Storage		
J5	E1	Busey		Bendsen Signs												Storage		
J4																STAGE		
J3	D1	D2			First Mid											STAGE		
J2	C1	C2			Central Cremation		Community Foundation	Carriage Crossing								C15		
J1	B1	B2		O'Shea Builders	LLCU		Habitat For Humanity				B10	B11	B12	B13	B14	B15		
EMG. EXIT	A1	A2		ENTRANCE / EXIT			A5	A6	A7	A9	A10	A11	A12	EMERGENCY EXIT		A13	A14	EMG. EXIT AND OVERHEAD DOOR

BOOTH CHOICE:

FIRST CHOICE: _____ SECOND CHOICE: _____ THIRD CHOICE: _____

SUBMIT THIS FORM TO JENNIFER OBERHEIM,
DIRECTOR OF COMMUNICATIONS & MEMBER ENGAGEMENT.

EMAIL: JENNIFER.OBERHEIM@DECATURCHAMBER.COM
MAIL: 101 S. MAIN STREET, SUITE 102, DECATUR, IL 62523



SECTION 5: EXHIBITOR TERMS & CONDITIONS

1. By submitting application for booth space, Exhibitor agrees to abide by the terms and conditions of this contract. Refusing terms of the contract eliminates participation.
2. Exhibitor agrees to make full payment for all booth space, services, charges and tickets with this application. No booth space will be reserved without full payment unless previous agreement is made with authorized Chamber staff.
3. Exhibitors are required to arrange their displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the display space assigned to each exhibitor.
4. Exhibitor agrees to have their booth completely set up for all expo hours. Fund raising for non-profit groups or charities will be permitted only with written permission from the Chamber. Sales and solicitation of any type must take place within the display space allotted each exhibitor and not in adjacent aisle space.
5. All materials used in the expo must be non-flammable and conform with the regulations of the City of Decatur Fire Department. Material not conforming with this regulation will be removed immediately from the display at the exhibitor's expense.
6. Booths shall be occupied only by the exhibitor company that contracted for the booth space. No exhibitor shall assign, sublet, or share booth space or apportion the whole or any part of the display space allotted to them, nor exhibit any goods, services, signs etc. than those promoting the exhibitor's own product and/or company unless previous agreement is made with authorized Chamber staff. No exhibitor shall distribute literature or promotional materials of any kind that represent any company other than the contracted exhibitor unless previous agreement is made with authorized Chamber staff. Violation of this rule shall result in eviction without refund.
7. All exhibitors must set-up and remove displays and merchandise from the expo floor only during the times specified.
8. All exhibitors/booth staff must display provided Exhibitor Badges while exhibiting in the arena.
9. No food or drink may be sold from the exhibit space. However, samples of food or drink may be offered, providing applicable Macon County Health Department rules are followed.
10. Loud speakers, radios, televisions or the operation of any machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or expo visitors will not be permitted. Public address systems used to attract the attention of visitors passing near an exhibitor's booth will not be permitted.
11. No refunds of booth fees will be made if exhibitor fails to occupy booth space in accordance with any of the terms and conditions outlined herein.
12. Exhibitors are responsible for any damage done to the building and/or expo decorator materials and displays. All property damaged or destroyed by an exhibitor must be replaced to its original condition at the expense of the exhibitor. Exhibitors are wholly responsible for the security of their materials during set up, expo hours and move out. Exhibitors are also wholly responsible for any damage or theft to their materials, displays, and equipment.
13. The Chamber shall have the right to prohibit, prevent or remove any part of any exhibit deemed unsuitable or inappropriate for the purpose of the expo, including signs with negative comments about the exhibitor's competitor or any other company; and/or any displays, models or signage deemed inappropriate for the purpose of a family-oriented expo.
14. Exhibitor indemnifies and holds harmless the Decatur Regional Chamber of Commerce and Decatur Civic Center and their directors, officers, employees, agents and invitees from all actions, claims, demands, damages, causes of action or judgments, including but not limited to property damage arising, in whole or in part, out of any act or omission of exhibitor or its officers, directors, employees or invitees, done or omitted in connection with the expo. In the event that such claim, demand, damage or cause of action shall be asserted, or action or other proceeding instituted against any of the above named entities or persons, exhibitor shall defend against such claim, demand, damage, cause of action, action or other proceeding by counsel satisfactory of the Chamber.
15. Neither the Decatur Regional Chamber of Commerce nor the Decatur Civic Center provides insurance for the benefit of exhibitors. Exhibitors who desire to carry insurance on their displays or for any other purpose must do so at their own expense.

