

## General Information and Policy Statement

*Please read. Signature required your registration form.*

**Booth Set-up:** Set-up will be Fri, Mar. 26, 2010 from 12noon to 8pm. No exhibitors will be allowed to enter the building until 12noon.

**Booth Description:** The following items are provided: Professional set up of back drop, sides, (1) 8' table with skirt, 2 chairs, waste-basket and exhibitor sign. Booth size is approximately 10' wide by 7' deep. Extra curtains walls, tables, chairs, & vendor signs are available at a minimal cost.

Displays requiring special needs (wall area, etc.) must notify the Chamber with your request. We will try to accommodate your needs. NO BUILDING MODIFICATIONS ALLOWED.

**Booth Removal:** Tear down WILL NOT be allowed before 3:00 PM on Sat. Booths must be removed by no later than 5:00 PM on Sat. evening.

**Electricity:** If you reserve a booth with electrical access, you must provide at least a 25' extension cord for your use. Participants are required to provide their own surge protection. Electrical spaces are limited. Please be courteous and only use an electrical space if absolutely necessary.

**Security and Insurance:** Participants should NOT leave their booths unattended. The Chamber recommends that you check with your insurance company concerning your individual coverage. The Chamber and/or Nixa School District are not responsible for any lost, stolen or damaged items.

**Helium tanks:** Helium tanks must be secured on a cart or will not be allowed on school grounds.

**Coolers & Liquids:** Large coolers and large containers of liquid are not allowed in the gyms.

**Vendors:** Participating businesses may sell products and services of their businesses. Items must be easily hand carried out by the purchasers or should be delivered at the close of the show or at a later date. Vendors are responsible for obtaining correct permits, licensing and are responsible for any sales tax collected.

**Booth Sharing:** Only one business allowed per booth space. You must reserve and pay for a booth in order to promote your business at NIXPO. Any variance must be approved by the NIXPO Committee.

**Noise Level:** Please be considerate of your neighboring booths when using games, videos, music, or any noise making activity.

**Smoke Free Environment and Accessibility:** The Nixa HS is a smoke free environment. All activities are handicapped accessible.

**Drawings/Giveaways:** Each exhibitor is responsible for any drawings you choose to conduct. Winners will not be announced at NIXPO. Each exhibitor is responsible for their own drawings and notifications.

**Parking:** All vendors are required to park on the south side and away from the building on Saturday. NO vendor vehicles will be allowed on the north or west side unless you have paid for an outside booth. This will allow the public to park near the building and provide them with easy access. This policy will be strictly adhered to this year.

**Cancellations:** A \$25 cancellation fee will be assessed for all booth cancellations. Cancellations must be received at the chamber office at least 7 days prior to the event to receive a refund minus the cancellation fee.

**Concessions:** Project Graduation will have beverage concessions only at NIXPO this year. Member restaurants and catering will be selling their fare throughout the day.

## NIXPO 2010

# 15 Years... Takin' Care of Business

Saturday

March 27, 2010

Nixa High School

9:00 a.m. to 3:00 p.m.

### NIXPO Registration



105 Sherman Way Suite 108  
Nixa MO 65714  
Phone: 417.725.1545  
Fax: 417.725.4532

E-mail: [rsvp@nixachamber.com](mailto:rsvp@nixachamber.com)

# NIXPO 2010

“15 Years ~Takin’ Care of Business”

If you’re looking to develop new opportunities in Nixa, Ozark, Christian County, Springfield, or the region, then you’ll want to make plans now to be a part of this major community event.

...NIXPO 2010

The NiXa Area Chamber of Commerce will be holding its 15<sup>th</sup> annual business eXposition, NIXPO, on Saturday, March 27, 2010, at the **Nixa High School** from 9 am to 3 pm. The purpose of the eXpo is to eXpand the public’s knowledge about the eXciting products and services offered by our Chamber members and to thank current customers for their patronage. Don’t miss this opportunity to promote your business or organization at this eXpanding event.



## Registration/Selection of booth space

**X Corporate and Event sponsors**  
Wednesday, January 20, 2010, 8am -11am

**X Pre-Paid by December 18, 2009**  
Thursday, January 21, 2010, 8am -10am  
**eXhibitor Orientation 10am**

**X Open registration begins**  
Thursday, January 21, 2010, 12pm - 4pm  
**eXhibitor Orientation 4pm**

*Payment must be submitted with registration to hold your booth space.*

Make the most of your NIXPO eXperience.  
Don’t miss the eXciting  
**eXhibitor Orientation**  
Thursday, January 21, 10am and 4pm  
Friday, March 5, 10am  
Held at the Chamber Summit Room  
RSVP 725-1545

**You must register and submit payment by Feb. 5, 2010 to be included in the advertising.**

## NIXPO Fees

**Event sponsor** (Booth NOT included)  
Name and logo on advertising i.e. posters, flyers, attendance program, etc. \$250.00

### Booth Space

Each booth will once again be professionally set up with red & gray curtains: full wall back drop and ½ wall side drops; skirted 8’ table: 2 chairs; waste can; and exhibitor sign.

Outdoor exhibits will also be accepted.

### Booth Space Chamber Members

By December 18, 2009 \$195.00  
December 19, 2009 to February 19, 2010 \$215.00  
After February 19, 2010 \$250.00

### Booth Space Non Chamber Members

By February 18, 2010 \$430.00  
After February 18, 2010 \$500.00

**Electric:** 110/20 Amp electric outlet \$25.00

(Bring 25’ extension cord, power strip-if needed-for your use & surge protection) Please specify what you will be using the electrical for so we can be sure to meet your needs: *Electrical spaces are limited. Please be courteous and only use an electrical space if absolutely necessary.*

**Banner:** Your banner (supplied by business) will be displayed on the second level balcony rails in the commons or large gym. Only those reserving banner space will be allowed to display banner on railing. Banners may not exceed 10 feet \$30.00

**Internet Service:** not available NA

## eXtras!

### Family Fun Run!

We are proud to once again partner with the Nixa Schools SHAC (School Health Advisory Committee) to promote healthy living choices as they hold their **Fun Run**, 8am at NIXPO.

### Takin’ Care of Business!

Networking for NIXPO eXhibitors  
Friday ~ March 26 ~ 6-8pm  
Visit eXhibitor booths and/or promote yours

### NOTICE!

No solicitation, promotion or campaigning is allowed on the grounds during NIXPO except by the businesses, organizations or individuals who have reserved and paid for a booth at NIXPO.

**This policy will be strictly enforced.**

**Booth Sharing:** Only one business, organization, etc allowed per booth space. You must reserve and pay for a booth in order to promote your business at NIXPO. Any variance must be approved by the NIXPO Committee.

Please read the general information and policy statements for NIXPO 2010 on reverse.  
Signature required on registration.  
These policies will be strictly adhered to. If you have a question, please contact the chamber.

# NIXPO Registration

Registering for:

- Event Sponsor (booth extra) \$250.00
  
- Chamber Member
  - Paid by 12/18/2010 \$195.00
  - Paid 12/19/09 to 2/19/2010 \$215.00
  - Paid after 2/19/2010 \$250.00
  
- Non Chamber Member \$430.00 by 2/19/2010
- Non Chamber Member \$500.00 After 2/19/2010
  
- Electric \$25.00
- Banner \$30.00

Total: Due \_\_\_\_\_

- YES I will be serving a food item. If yes, required food permit from Christian County Health Dept is required,
- NO must be posted and proof of insurance supplied. Call 581-7285 for your permit

Please read the general information and policy statements for the NIXPO 2010 in the brochure.  
*I have read the general information and policy statements for the NIXPO 2010 and agree to adhere to the rules as outlined.*

Signed: \_\_\_\_\_

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

Method of Payment

- Check
- Visa
- MasterCard

**You must register  
and submit payment by  
February 5, 2010  
to be included  
in the advertising.**

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Exp. date

\_\_\_\_\_  
Signature