

CIC Chamber Annual Business Expo & Trade Show

July 15, 2010

Crowne Plaza Hotel at Commerce Casino



4 EASY WAYS TO REGISTER!

FAX (323) 728-7565 E-MAIL pat@industrialcouncil.org PHONE (323) 728-7222 WEB www.industrialcouncil.org

Company Name: _____ Date: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone/Cell: _____ Fax: _____

E-mail: _____ Website: _____

E-mail required for automatic e-mail confirmation and to inform you of any changes to the program.

Please list the type of business, product, service or food/cuisine to be displayed: _____

List Names of Company Representatives Attending: _____

Enter Your Top 3 Table Choices: 1st _____ 2nd _____ 3rd _____ **Need Electricity:** Yes _____ No _____
(If yes, please select a table along the outer perimeter of the floor plan and bring an extension cord and power strip, if applicable to your exhibit. All exhibitors using a display standing 6 feet or taller must also select a table along the outer perimeter.)

Decorating Your Booth Along with Our Theme of Businessmania? Yes _____ No _____
Decorate your exhibit booth to enter to win a FREE expo table for the 2011 CIC Business Expo.

Payment Options: *Payment in full is required to process registration and assign expo table.*

Please check method of payment: Credit Card Check Please make checks payable to:
Commerce Industrial Council
P.O. Box 91-1039, Commerce, CA 90091

For credit card: Visa MasterCard American Express Total Amount: \$ _____

Credit Card #: _____ Expiration Date: _____

Credit Card Billing Address & Zip Code: _____

Name as it Appears on the Card: _____

Cardholder Signature: _____ CSV Security Code: _____

VENDORS:


The Crowne Plaza Hotel at Commerce Casino will not permit the affixing of anything to their walls, floors, or ceiling with nails, staples, tape and tacks or any other substance. No confetti, bird seed, pyrotechnics, bubbles or fog machines. **Should this policy be compromised, a clean up fee of \$500.00 dollars will apply and will be charged the following day of said event to the engager.

FOOD AND BEVERAGE POLICY:

The Crowne Plaza Hotel at Commerce Casino is responsible for the quality and freshness of the food served to our guests. County Health Regulations determines all food served at the Crowne Plaza Hotel at Commerce Casino; any outside food or beverage from outside sources must have permission from the hotel and vendor/client will need to provide a \$1,000,000 dollar liability insurance waiver (4) weeks prior to the event to the Crowne Plaza Hotel at Commerce Casino.

To purchase vendor Liability Insurance for a day or year, please contact the company below.

Fireman's Fund Insurance Agent
RV Nuccio and Assoc.
10148 Riverside Drive, 2nd Floor
Toluca Lake, CA 91602
(800) 567-2685 rvna@rvnuccio.com



*Please Be Sure to
Provide a Door Prize
for our Drawing!*

EXHIBITOR EVENT INFORMATION

Exhibitor Access and Set-Up Time

All registered Expo exhibitors will be allowed into the Crowne Plaza Hotel at Commerce Casino Ballroom to set-up on Thursday, July 15, 2010, beginning at 2:00 PM

Exhibits MUST be fully assembled and completed by 3:30 PM

- Exhibitors Must Check-In at Registration BEFORE setting up.
- Expo tables will come prepared with linens and two chairs. Please let us know if you'll need more chairs prior to the start of the Expo.
- You are welcome to bring your own table linen, display banners, retractable or x-stand banners, and table-top display as long as the display does not exceed no more than six (6) feet total from the ground.
- All exhibitors will be directed to their tables by Chamber staff and Ambassadors.

Food Exhibitors / Vendors

All Food Exhibitors must come fully prepared, need to be self-contained, and must bring and have all of their supplies on hand the day of the Expo, including cooking tools, utensils, paper plates or dishes, pots and pans, cutlery sets, cookware, tableware, bakeware, serving supplies, and any other small appliances you believe you will need the day of. The Crowne Plaza Hotel at Commerce Casino will not provide any of the abovementioned the day of the Expo.

Exhibitor Unloading

Exhibitors may unload through the elevators located on Tubeway Avenue (side entrance of the Hotel). Please be sure to park in the rear of the hotel for easier unloading if need be.

Exhibitor Parking

The Crowne Plaza Hotel at Commerce Casino offers free parking throughout its surrounding parking lots.

Exhibitor Breakdown

All Exhibitors are prohibited from breaking down prior to 7:00 PM. **PLEASE DO NOT BREAK DOWN BEFORE 7:00 PM.** Exhibitors are encouraged to keep their exhibits up and running until 7:00 PM.