

Southwest Iowa Buy Local Expo Registration Form

Saturday, May 8th, 2021

Rules and Regulations:

- ❖ Absolutely **NO water** in any display or function of an exhibit in the gymnasium.
- ❖ No smoking on the Red Oak High School property.
- ❖ Booth must be manned at all times.
- ❖ Must have Iowa Sales Tax Permit and be responsible for any sales tax collected.
- ❖ Displays must be set up and dismantled according to the preset schedule. **No early tardowns will be allowed.**
- ❖ Vehicles must be loaded and unloaded quickly and moved to parking lot.
- ❖ NO driving or parking on grass areas of school campus.
- ❖ Individual items for display or formed exhibits must NOT exceed 100 lbs unless additional floor protection and/or padding are provided. Rocks, dirt, cement blocks are examples of referenced items.
- ❖ You will be responsible for the care of your booth space. If necessary, bring carpet to protect floor finish. (Gymnasium floor will be tarped.) Materials will not be dragged or skidded.
- ❖ All paraphernalia should be confined to booth space.
- ❖ If an exhibitor fails to occupy space contracted for, or fails to comply with all terms of agreement, the show officials have the right to rent such space to any other applicant without releasing original exhibitor from paying. **No refunds will be made.**
- ❖ The gym will be secured during all non-show hours. This security in no way assumes any responsibility for the care and safekeeping of exhibits. It is a provision of this contract that all exhibitors have public and property liability insurance to protect themselves. Exhibitor agrees to indemnify, defend, and hold harmless the Red Oak Chamber and Industry Association and the Red Oak School District, and their respective officers, directors, agents, employees, contractors, subcontractors, from and against any and all claims, actions, liability, losses, whether related to death, personal injury or injury to personal property, arising out of the use of the premises.
- ❖ Show officials and committee shall have full power to interpret or amend these rules and to make additional rules in the best interest of the show and the exhibitors agree to accept and abide by such rules.
- ❖ You must wear a face mask at all times.

***Home-Based (only) Businesses:** Space is available on a first-come, first-serve basis by company, i.e., one Avon representative, one Tupperware representative, etc.

Company Name _____ Company Representative _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ E-Mail Address _____ Date _____

Items for display _____

ROCIA MEMBERS: **NON MEMBERS:**

***Number of Booths in High School Gym (10x10 booth)**

Booth includes 1 skirted table and 2 chairs _____ \$60 _____ \$130

Optional Additions to High School Gymnasium Booths ONLY:

- Number of Skirted Tables _____ \$30 each
- Chairs _____ \$2 each
- Electrical Hook-up _____ \$5

***Number of Booths in Hallways (5 x 8 space)** _____ \$50 _____ \$85

Total: _____ **Total:** _____

All vendors must provide the ROCIA with a Certificate of Insurance prior to April 30th, 2021

We agree to abide by all Southwest Iowa Buy Local Expo rules found on this flyer.

**Mail or deliver check and registration to:
Red Oak Chamber and Industry Association
307 East Reed Street - Red Oak, IA 51566
712.623.4821**