

2010 S³ TRI-CHAMBER MIXER & MINI EXPO EXHIBITOR GUIDELINES

Please find below the information regarding your arrival/set up/general booth information for the 2010 S³ Tri-Chamber Mixer & Mini Expo:

1. **Table-top exhibit area** is one (1) 6' x 30" draped table. Chairs provided on-request only. Exact table locations will be sent closer to the date of the event. If you plan on having more than two representatives at your display, please let us know so that we can add them to the list of representatives for your location. Selling of products/services on-site is prohibited. Only one business per table.

2. **Decorations:** We will provide each table with a small table sign, but any additional decorations are the participant's responsibility. If you would like to order balloon arrangements or other table decor, please contact one of our Chamber member decoration companies.

ABSOLUTELY NOTHING may be attached to ANY WALL, ETC.

3. **Set up:** Exhibitors may set up their tables from 4:00 p.m. to 5:00 p.m. The bowling alley is located at 5420 Thornwood Drive in San Jose, across from Westfield Oakridge Mall.

ALL EXHIBITS MUST BE SET UP NO LATER THAN 5:00 P.M. ANYONE NOT REGISTERED AND SET UP BY 5:00 P.M. WILL HAVE THEIR TABLE REMOVED. NO EXCEPTIONS!

4. **Door prize drawings:** The final Chamber door prizes will be drawn at or about 6:45 p.m. at the main stage. We will not be going from table to table to announce individual exhibitor door prizes that you are giving away at your table.

5. **Table Placement:** No table may be moved without prior approval of your chamber's personnel. NO EXCEPTIONS, PLEASE.

6. **Table Closure:** Tables and staff must remain on-site and open until the event concludes at 7:30 p.m. Any exhibit closing and/or the company representatives leaving prior to 7:30 p.m. will lead to the company forfeiting their opportunity to participate in any future Expo events. Please remember, the success of all participants depends upon all exhibitors remaining open during the hours of the Expo (5:30-7:30 p.m.).

7. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the San Jose Silicon Valley Chamber of Commerce, Santa Clara Chamber of Commerce & Convention-Visitors Bureau, Sunnyvale Chamber of Commerce and 300 San Jose, and their respective governing bodies, officers, directors, employees and/or agents from all loss, damage or liability resulting from the use of the facility and participation in the S³ Tri-Chamber Mixer and Mini Expo by Licensee, its contractors, subcontractors, employees, exhibitors and/or agents except to the extent that such loss, damage or liability is caused by the negligent or intentional acts or omissions of the San Jose Silicon Valley Chamber of Commerce, Santa Clara Chamber of Commerce & Convention-Visitors Bureau, Sunnyvale Chamber of Commerce and 300 San Jose and their respective governing bodies, officers, directors, employees and/or agents.

I have read and understand these exhibitor guidelines. _____
(signature)

(Contact Name)

(Company Name)

(Phone Number)

(Email)

