



Lake Country Community Fest
Showcasing Our Businesses
March 31, 2012 | Kettle Moraine High School
10:00 am – 3:00 pm

Welcome to Lake Country Community Fest!

****Exhibitor Information****

- A.) General Exhibitor Registration includes:** (1) 8 X 10' booth set up by Wisconsin Expo with side & back curtains, (1) 2 X 8' skirted table, (1) 7 X 44" sign, (1) folding chair, online participation listing of your business on the Lake Country Community Fest website. **Note: Changes/Additions to standard set-up not permitted.** Early-bird exhibitor, sponsor and food vendor registration forms with full payment may be eligible to receive name recognition in local radio advertising.
- **Sharing a booth:** A limit of 2 businesses per one 8 x 10 booth space is allowed. There is an **additional charge of \$10.00** for an extra booth sign.
 - **Electricity:** **This is an additional charge not included in the standard exhibitor registration (except for food vendors in food court area and some sponsors).** Provisions: 120 Volt, 500 watts capacity for single device use only. Power strips for multiple devices prohibited. Outlets are **limited** and available on a first response basis. Bring your own grounded, 3-wire extension cord(s). \$35.00 fee by Feb. 3, 2012, \$40.00 fee after Feb. 3, 2012.
 - **Wireless connectivity:** Wireless connectivity will be available and log-on instructions provided to exhibitors the day of the Fest. Be advised that all Internet traffic will pass through the school's Internet filter. We make no guarantees as to the availability of individual Internet sites and there will be no technical support available during the Fest. We strongly encourage a back-up plan in the event wireless is unavailable or signal strength is compromised.
- B.) Sponsor Registration:** Please refer to the Sponsorship Benefits and Sponsor Registration form.
- C.) Food Vendor Registration includes:** (1) booth in food court area set up by Wisconsin Expo with side and back curtains, (2) skirted front tables, (1) back table, (1) 7 x 44' sign, (1) folding chair, online participation listing of your business on fest website. Electricity is also included in the booth fee—see provisions stated above. Electrical needs required above provisions stated may not be accommodated and/or may require additional fees.
- **Food vendors must submit a copy of insurance certificate.** Number of participating vendors will be limited. Vendors retain all sales from food items. To avoid duplication, all food items must be pre-approved. Fill in menu items on registration form and we will contact you if a change is needed. While we encourage you to showcase your products, we have found that sandwich/finger foods and desserts have been popular. The school kitchen will not be available for use. Vendors will provide for all equipment required to keep foods hot or cold. Vendors are responsible for cleanup of areas used. A separate fee and registration form are required for additional booth in exhibitor hall.
- D.) Booth selection: made on a first response basis.** We encourage everyone to send registration and payment early to secure a desirable booth space. We will **ONLY** contact you in the event your booth choices are unavailable upon receipt in our office. Confirmation will be sent to the email address entered on the registration forms **approximately 2 weeks prior to the event.** Assigned booths are available for viewing at www.lakecountrycommunityfest.com.



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Exhibitor Information
(Continued)

- E.) Registration Form & Payment:** Make checks payable to Lake Country Community Fest and mail forms to the Delafield Chamber of Commerce | P.O. Box 180171 | Delafield, WI 53018. We are unable to process your fees using a credit card for this particular event. Payment must be received with your completed registration form no later than **February 3, 2012 in order to benefit from the early bird pricing**. Additional fees apply after February 3, 2012. Booth space cannot be reserved without full payment.
- F.) Verification:** Please check the Lake Country Community Fest web site at www.lakecountrycommunityfest.com to verify that your information is correct, (spelling of names, website link, etc.). We ask that you fill out your registration form legibly to help alleviate any mistakes.
- G.) Demonstrations/showcase performances:** If you would like to present a live demonstration, entertainment, or children's activity, please contact either Chamber to determine time slot availability.
- H.) Voluntary Raffle Participation-**Exhibitors may conduct independent raffles at their booth and do not need to inform the Chamber of plans.
- I. Set up:** You may set up your booth on Friday March 30 from 5:00pm to 7:00 pm or on Saturday March 31 beginning at 7:30 am. Directions to the school and parking instructions will be emailed/mailed with the booth confirmations two weeks prior to the fest. There will be floor plans posted at several entrances and volunteers available to help you locate your booth. **Early set up is at your own risk - there is no additional overnight security provided in the exhibit areas.**
- J.) Parking during show hours:** Please plan to park in the area which will be designated for exhibitors and save the guest parking as a convenience for your potential customers.
- K.) Day of event tear down:** Exhibitors may begin packing up at 3:00 pm on Saturday, March 31. Please plan to **break down your booth at 3pm and not earlier than 3:00**. Thank you.

Additional notes - restricted items:

- Motorized or heavy equipment that could damage the school's floors should be properly rated before bringing the items into the designated event areas. Please contact your Chamber of Commerce Director for assistance.
- We are unable to allow the use of propane tanks and/or allow any type of burners/flames.
- This is a non-selling environment with the exception of the authorized Food Vendors and nonprofit registered organizations. The exchange of money is prohibited.
- Latex balloons or other products, live animals are not allowed.

CANCELLATION POLICY: Once your registration has been received and the booth space has been allocated, your company is contracted to the booth space. Any exhibitor who cancels booth space prior to March 1, 2012 must pay a **\$50.00** cancellation fee to recover administrative expenses.

*** There are no refunds for cancellations after March 16, 2012. All cancellations must be made in writing.**

***Set up times may change. We will send Exhibitor instructions closer to the event.**

Delafield Chamber @ 262-646-8100
info@visitdelafield.org

Hartland Chamber @ 262-367-7059
admin@hartland-wi.org