



Remit To: RO/RO Expo, P.O. Box 237  
 Rockton IL 61072  
 For questions: 815/624-7625  
 815/623-9065  
 Register Online: [www.oroexpo.com](http://www.oroexpo.com)

**Booth #**

**Stateline's Premier Community Exposition**

Saturday, March 15, 2008 9am – 5pm  
 Sunday, March 16, 2008 10am – 4pm

Sponsored by  
 ROCKTON AND ROSCOE CHAMBERS OF COMMERCE

**APPLICATION DEADLINE: FEBRUARY 15, 2008**

**BOOTH** (includes back and side drape, 1 skirted table, 2 folding chairs)

SECTION	QUANTITY	Roscoe Area or Rockton Chamber of Commerce		TOTAL
		Chamber Member	Non-Chamber	
<b>BUSINESS</b>				
Premium 10' x 10' (extended exposure)	_____	\$325.00	\$425.00	_____
Classic 10' x 10'	_____	\$250.00	\$350.00	_____
<b>NON-PROFIT</b> ( churches, 501c organizations etc.)				
Economy 8'x10' (Only 29 Booths available)	_____	\$125.00	\$175.00	_____

**OPTIONS**

Electric	15 amp, 110 volts	\$30.00	\$40.00	_____
	20 amp, 110 volts	\$35.00	\$45.00	_____
	30 amp, 110 volts	\$40.00	\$50.00	_____

Skirted Tables (8' table 30" high comes w/ 10'x10' booth)

42" high INSTEAD of basic 30"	_____	\$15.00	\$20.00	_____
30" high IN ADDITION to basic	_____	\$40.00	\$50.00	_____
42" high IN ADDITION to basic	_____	\$50.00	\$60.00	_____

Chairs (2 folding chairs come w/each booth)

(1) Barstool with back INSTEAD of folding chairs	_____	\$30.00	\$35.00	_____
Additional barstool with back	_____	\$40.00	\$50.00	_____

**SET-UP: Friday, March 14<sup>th</sup>, 2008 from 4:00 p.m. until 8:00 p.m.**

Please be sure to read and follow expo rules concerning any and all sample or give-aways

**Please Note: No HELIUM Balloons are allowed in the Dome!**

TOTAL INVESTMENT: Payment in FULL is required with application \$ \_\_\_\_\_

**REQUIREMENTS: Payment in FULL and Signed Liability/ Damage Waiver must accompany all applications.**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Persons: \_\_\_\_\_ Chamber Member Yes / No

Telephone Number \_\_\_\_\_ Fax Number : \_\_\_\_\_

E-Mail: \_\_\_\_\_ Non-Profit Yes / No

Credit Card: MC/Visa/Discover/AmExpress Card Number: \_\_\_\_\_ Exp.: \_\_\_\_\_

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

By signing I/We agree and have read, understood and will abide by the rules set forth by the RO-RO Expo.

# 2008 RO-RO EXPO

## Liability and Damage Waiver

The Undersigned: \_\_\_\_\_

Representing: \_\_\_\_\_

(Licensee) does state that the above named person and/or organization will hold safe and harmless the Roscoe Area Chamber of Commerce and the Rockton Chamber of Commerce, (Licensors), their Board of Directors, Executive Director, employees, agents, representatives, members, and beneficiaries from any and all claims from public invitees, employees, members or agents of Licensee from any and all claims for personal injury, or damage to any displays or equipment and will be liable for any damage to displays, equipment, or property of others including but not limited to the Hononegah School District by their personnel, equipment, displays, or invitees during their presence at:

Location: Hononegah High School, Salem St. Rockton, Illinois

Event: 2008 RO-RO Expo

Date (s): Friday, March 15 – Monday, March 16, 2008

Your signature on this waiver also permits the RO/RO Expo Committee to charge any assessed fees/fines occurred during the event to the payment method on file. If there are any outstanding balances from any previous event, your registration will not be complete until the balance is settled.

Signature (Licensee) \_\_\_\_\_

Position: \_\_\_\_\_

*\*\*\* This waiver must be signed and submitted with registration. Successful web registration creates an automatic digital signature and acceptance of this waiver on the part of the registrant.*



## 2008 RO-RO EXPO Rules & Regulations

*Sponsored by*

ROCKTON AND ROSCOE CHAMBERS OF COMMERCE

1. NO SMOKING anywhere on school property.
2. Food and Drinks in designated areas ONLY.
3. NO alcoholic beverages will be permitted on school property.
4. ONLY contracted food concessions may sell food or beverage items.
5. Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths or the equipment of booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.
6. 6. The RO-RO EXPO Committee shall have the full authority to reject a proposed exhibit. If the proposed exhibit's rejected all monies paid thereto shall be returned to the Exhibitor.
7. The resale of the booth space by Exhibitor is prohibited.
8. NO Cash transactions are to be made at the RO-RO EXPO.
9. **Only the official electrician**, designated by the RO-RO EXPO Committee, Will be permitted to do wiring. Lighting fixtures and their use in booths shall be subject to approval of the Inspector. The RO-RO EXPO Committee reserves the right to limit the use of electrical equipment for safety purposes.
10. Signs or portions of the exhibit or display may not protrude over or into the aisle. Interference with the light of, space of other exhibitors is prohibited.
11. ALL Setup and teardown rules & regulations MUST be adhered to.
12. Booths must be attended during all RO-RO EXPO hours. Those businesses which have unattended booths will not be allowed to participate in the 2009 or 2010 RO-RO EXPO.
13. The use of wire recorders, TV sets, stereo systems, and radios, or the operation of machinery which is of sufficient volume to annoy neighboring exhibitors will not be permitted. The use of a public address system or loud speakers by any exhibitor in their booth space for explanation of a demonstration or for any other purpose is prohibited.

14. Concessionaires and exhibitors are responsible for keeping their respective areas looking clean. All trash should be bagged and removed. Any concessionaire or exhibitor leaving trash or a mess will be billed for cleanup at \$50.00 per hour with a one-hour minimum.
15. The exhibitor is solely responsible for his/her own material and should insure his/her exhibit against loss or damage.
16. For Reasons of safety, all exhibits shall be taken from the premises, by the Exhibitor, **no earlier than 4:00 p.m.** on Sunday, March 16<sup>th</sup> and must be completed that evening.
17. If booth space is not occupied by 8:30 a.m. on March 15, the exhibit management shall have the right to use such space as it sees fit to eliminate blank spaces. In such case, no refund will be given. In the event of flood, fire, strikes, or other uncontrollable circumstances, which would render the exhibit area unavailable for use within ten (10) days prior to the opening date of the show, money paid will be refunded.
18. Any firm or organization without assigned exhibit space will not be permitted to solicit business within the exhibit area or otherwise on the Hononegah High School grounds property.
19. The RO-RO EXPO Committee reserves the right to make or amend rules and regulations, as is deems proper and to make exclusive and final determination of all matters or interpretations which may be made there to.
20. Any exhibitor who violates the rules, is unruly, belligerent or threatening will be immediately removed from the EXPO and grounds. No refund of any monies paid will be refunded.

**\* \* \* \* \* REMINDER \* \* \* \* \***

## **Health Department Rules and Regulations:**

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Remember **all vendors** who will be **selling, sampling, or giving out any type of food or drink** **NEED** to have a **Temporary Health Permit**. This includes current Winnebago County Health Permit holders.

**This would include but not limited to:**

- Anyone in the food court area.
- **Anyone giving out popcorn.**
- **Anyone giving out food or drink samples** at a non-food court booth.
- Pancake Breakfast

If this is you, you need to contact the Rockton Chamber office at 815-624-7625 ASAP!

The Application for a Temporary Food or Beverage Permit must be completed (both sides) **and sent to the Rockton Chamber office, P.O. Box 237, Rockton Illinois 61072,**

**NO LATER THAN FEBRUARY 15, 2008.**

Please include your check made payable to the Winnebago County Health Department in the amount of \$35.00

Anyone returning these forms late will be charged a late fee imposed by Winnebago County.

## **RO/RO EXPO SPECIAL MOVE IN / OUT INSTRUCTIONS**

Because of the unusual aspects of entrance/exit with the dome and increased booths, special procedures are needed for an efficient move in/out.

- Upon arriving CHECK IN at the vendor check-in located inside the Dome.
- **FOLLOW DIRECTIONS GIVEN AT CHECK IN FOR UNLOADING!**
- Students wearing Red RO/RO T-Shirts, and carts, will be available on a limited basis to assist in unloading and loading.
- **NO vehicles will be allowed in the dome.**
- NO carts of any kind in turnstiles.
- Two turnstile doors are available for foot traffic and one air lock door for carts and large items.
- What can be carried through a turnstile door is limited to an item no wider than your shoulders and no taller than your head.

### **THINGS TO REMEMBER**

- You are **NOT** authorized to operate the air lock doors.
- Unload as quickly as possible. Use the students help.
- The parking lot at the north entrance on Rockton Rd is for unloading, loading, for vendor and entertainment parking **ONLY!**

If you have any special needs, or requests please contact a member of the RO-RO Expo committee.

Thank you.  
RO-RO Expo Committee