

APPLICATION FOR SPACE

- Request for application must be made in writing or email.
- Full payment must accompany completed/signed original contract. A detailed description of the product and/or service you plan to market must appear on the front of the contract. They **MUST** meet CIC approval!

CONDITIONS

- The following terms and conditions will govern the use and occupancy of the leased space covered hereunder and the exhibitor expressly agrees to be bound by, and comply with such conditions and authorizes CIC to enforce such conditions as follows:

BOOTH PAYMENT

- Full payment, which is **non-refundable**, must accompany completed and signed contract.
- Prices start at 10 X 10 space for \$430.
- Partial payments or post-dated checks will not be accepted.
- Any space not claimed by 12:00 noon Monday, August 12, 2019 may be reassigned without refund.
- **No** refund will be given for cancellations.

EXHIBIT BUILDINGS FLOOR PLAN LAYOUTS

- Exhibit buildings "A"
- Please note: all floor plans and layouts are subject to change.

SPACE ALLOCATIONS

- Space assignments will begin in June 2018. CIC will make every effort to accommodate each applicant's preferred location, however, if all booth choices indicated are unavailable, CIC will assign the best available space.
- Do not assume you have a space. You do not have a space until you have received a copy of your rental agreement with a CIC authorized signature.
- No reservations of booth space will be accepted over the telephone or by fax.

ELECTRICITY

- Indoor- Electrical power: 750 watts maximum in the exhibit buildings. Electricity is furnished with the price of the booth.
- Exhibitors are required to supply their own extension cords, only one electrical outlet will be supplied by the Camporee unless special arrangements have been made in advance.

RESTRICTIONS

- Business solicitations/demonstrations must be confined exclusively to registered Exhibitor in their exhibit space. Advertising material of any description may be displayed and distributed only within the booth(s) assigned to the Exhibitor presenting such material.
- Products that Exhibitor may NOT sell include food and drink (exception, If you fill out a food and beverage form). In addition, there shall be no solicitation of credit cards. Photos and video taken at this event are not to be used for commercial gain by Vendors.
- The use of personal vehicles on the campground during the Camporee from 5:00 p.m. August 12 through midnight August 17 is prohibited.

RESTRICTIONS CONTINUED

- CIC reserves the right to restrict exhibits which because of noise, method of operation or any other reason become objectionable. Please plan appropriate booth size to accommodate people who might congregate at one time. Demonstrations should not be placed on the aisle walkway of the exhibit area. Normal aisle traffic cannot be interfered with at any time.
- No generators, air compressors or other motor driven equipment is to be operated before 8:00 a.m. or after 6:00 p.m. (9:30 p.m.-12:00 midnight Saturday, August 17) without special permission.
- Any use of air conditioners in the indoor exhibit buildings is strictly prohibited.
- Any demonstrations increasing liability will not be allowed (i.e. open flame). Support equipment (i.e. antenna installations on buildings) will be allowed only if properly cleared and authorized 60 days prior to event by Camporee officials. Damage will be the responsibility of the Exhibitor.
- **No** pets or bicycles are allowed on the Camporee campground.
- Failure to abide by these terms and conditions may result in immediate dismissal from current CIC event, (without refund) or any future event.

REGISTRATION

- Exhibitors must be registered and booth set up August 12. Access to the Camporee site is by wristband, which are \$195.00. Access to the exhibit buildings will be by Exhibitor badges, which will be supplied after the registration fee has been paid.
- Exhibit building is open to exhibitors between 8:00 a.m. and 6:00 p.m. August 13-16 and 9-12 on 18th. Saturday August 17 the exhibit building will be open 1:00 - 5:00 p.m.(for Sabbath appropriate exhibits) and 10:00 p.m. - 12:30 a.m. for close out sales.

EXHIBIT HOURS

- Official hours for all Exhibitors are from 9:00 a.m. to 5:00 p.m. daily, except for Saturday (Sabbath).
- Saturday hours will be from 1:00 p.m. to 5:00 p.m. (Sabbath appropriate only) and 10:00 p.m. - 12:30 a.m. for close out sales. **Your booths should be "manned" during these periods.** (CIC is NOT responsible for stolen items)
- If you have any questions please contact the CIC Exhibitor/Retail Sales Coordinator, Wanda Poole at 269-876-7055 or wpoole37@gmail.com.

INSTALLATION AND DISMANTLING OF CONCESSIONS & EXHIBITS

- Installation of booths may begin at 12:00 noon, Sunday August 11, 2019. Exhibits must be fully completed and ready for business by 9 a.m. Tuesday, August 13, 2019.
- Dismantling may begin after midnight, Saturday, August 17, 2019 and **must be completed by 12:00 p.m. Sunday August 18, 2019.**

DEADLINES

- All payments and reservations will be taken on a **'first come first pick'** bases, with a limited number of booths, reserve your booth early.

SALES TAX

- Payment of Wisconsin State Sales Tax on Exhibitor transactions, **IF YOU HAVE AN EXISTING BUSINESS** it is the exclusive responsibility of the Exhibitor. Exhibitors must collect & pay sales taxes if gross sales exceed \$1000.
- **FOR - Wisconsin Business Tax Registration (FormBTR-101)**
- **GO TO** - www.revenue.wi.gov (Business tax online registration)
- For information – Cheryl Perat: 920-832-2910.

TELEPHONE SERVICE

- For telephone service at your booth contact:
AT & T Customers
To place an order: 1-800-660-3000
- Orders must be placed 30 business days prior to the camporee.
- Payments for this service must be made directly to AT & T, (approx. \$85 install, +\$25 fee).

LODGING

- Make your lodging reservation early.
- Watch your *Chosen International Camporee Newsletter* or go to www.camporee.org for lodging options.
- Or call the Oshkosh Convention and Visitors Bureau for a list of area hotels at 1-877-303-9200 or on line at www.visitoshkosh.com Contact: Kathy Cluff

FOOD AND BEVERAGE CONCESSION OPPORTUNITIES

- You can be a part of the “Pathfinder Club run” Food and Beverage Concessions at a major camporee!!
- Chosen International Camporee is looking for Pathfinder clubs that want to earn part of their expense money by having a food concession booth at the 2019 camporee.
- Go to <http://www.camporee.org/article/65/about/food-concessions-vendors> for the Food Concessions Registration Application and other important documents.
- If questions contact, Dan Burtnett – 574-315-4191 or email to - foodvendor@camporee.org

AD SIZES AND RATES

CIC E- Newsletter (published monthly and posted on the Web site)

Size: 50-60 words pluse a link to your web site.....

15 Months of an ad in the E-Newsletter and on the Camporee Web site \$1800

12 Months of an ad in the E-Newsletter and on the Camporee Web site \$1200

9 Months of an ad in the E-Newsletter and on the Camporee Web site \$ 975

6 Months of an ad in the E-Newsletter and on the Camporee Web site \$ 750

CIC Newspaper (published daily August 13-17, 2019)

Size	1 Day Rate	5 Day Rate
Full page	\$1150.00	\$2875.00
Half page (horizontal)	\$ 575.00	\$1500.00
Half page (vertical)	\$ 575.00	\$1500.00
Quarter page (horizontal)	\$ 290.00	\$ 800.00
Quarter page (vertical)	\$ 290.00	\$ 800.00
Eighth page	\$ 160.00	\$ 575.00
Personal Ads	\$2.00 / word	

Ads bought in the **CIC Newspaper** will run in our daily issue, package prices are available upon request. Ads will be placed on the **CIC website** after the Camporee.