



5th Annual Showcase Waco!

Saturday, September 11, 2010

Hoffman Hall (Hoffman Banana Building) 400 South 4th Street

Hosted by the Waco Convention & Visitors Bureau

Exhibitor Information

Please join Showcase Waco! as an exhibitor. Showcase Waco! is an opportunity for you to educate the community about what your organization offers to Waco and the surrounding area. Showcase Waco! is an event that brings the community together in one place to showcase the variety of arts and entertainment that Waco has to offer. We'll have live entertainment, children's activities, cooking demonstrations, interactive and informative exhibits from local attractions and entertainment venues and information about upcoming festivals and events. We will also include patriotic performances as a special 9/11 tribute.

Exhibitor Space includes:

- One 6 foot rectangular table and two chairs
- Exhibitors are encouraged to include interactive activities and displays to encourage attendees to spend more time with each exhibitor.
- Exhibitors are encouraged to hand out promotional items, information and may have their own drawings.
- Each exhibitor will be included on a 'passport' that attendees will present for the exhibitor to stamp. Attendees will be required to visit each booth and have their passport stamped in order to enter the main door prize drawing. Stamps will be provided to each exhibitor by the CVB.
- Exhibitors are required to provide a \$25 deposit prior to July 1st to guarantee booth space. The deposit is refundable to those who do attend. Deposits will be forfeited if the exhibitor fails to show up and staff their booth during the event or fail to cancel their space at least 10 days prior to the event date.
- Sponsorship opportunities are available. Booth deposit is waived for paid sponsors.



Exhibitor Regulations and Booth Information

Exhibit space will be restricted to organizations that fall under the following categories:

- Museums
- Attractions
- Performing arts venues
- Musical entertainment
- Venues
- Theaters
- Special arts and entertainment events
- Tourism Related Organizations (Hotel/Motel Assn., B&B Assn, Museum Assn)

Each Exhibitor Registration Form will be reviewed and will require approval. Confirmation of receipt and acceptance information will be emailed to each organization.

Due to limited space, exhibitor booths will be on a first-come, first-serve basis. **All registration forms must be submitted by July 1, 2010.**

Access to electricity is limited and will be available on a first-come, first-serve basis only. Extension cords and power strips must be provided by the exhibitor. No internet connection is available.

The venue will be set-up for tabletop displays only. If your display has special needs, arrangements will need to be made at the time of registration.

Booths are required to be completely set up and have a representative present when the show begins at 1:00 PM and throughout the entire event. Breakdown of booths will not be allowed until the show is closed at 4:00 PM.

Booth set-up: 10:00 AM – 1:00 PM

Show Hours: 1:00 PM – 4:00 PM

Booth break-down: 4:00 PM – 6:00 PM

For questions regarding exhibits or registration please contact Susan Morton at susanm@ci.waco.tx.us or (254) 750-8610.

www.wacocvb.com/showcasewaco.asp

Showcase Waco!
Exhibitor Registration Form
Saturday, September 11, 2010
Hoffman Hall
1:00 – 4:00 PM



Organization/Company: _____

Contact Name: _____

Address: _____

_____ City State Zip Code

Phone: _____ Fax: _____

E-mail Address: _____

Do you need access to electricity? Yes No

(Electricity access is limited and will be available on a first come first serve basis, we must be informed ASAP.)

My \$25 deposit is enclosed _____ or please bill me for the \$25 deposit _____

The deposit is refundable to those who do attend. Deposits will be forfeited if the exhibitor fails to show up and staff their booth during the event or fail to cancel their space at least 10 days prior to the event date. Booth space will be forfeited if the deposit has not been paid by July 1, 2010.

Registration Deadline: July 1, 2010

Please fax or mail the signed form to:

Waco CVB – Showcase Waco!

Attn: Susan Morton

Waco, Texas 76702

Fax: (254) 750-1694

A confirmation email will be sent once your registration form has been received and approved. A final email including set-up information will be sent out one (2) weeks prior to the event.

Questions? Contact Susan Morton at (254) 750-8610 or susanm@ci.waco.tx.us

HOLD HARMLESS AND INDEMNITY AGREEMENT - SHOWCASE WACO!

IN CONSIDERATION OF THE OPPORTUNITY TO PARTICIPATE IN THE SHOWCASE WACO! EVENT THE UNDERSIGNED AUTHORIZED REPRESENTATIVE, HEREIN AFTER, "PARTICIPANT" DOES HEREBY AGREE TO ASSUME FULL RESPONSIBILITY AND LIABILITY FOR PARTICIPATION IN SHOWCASE WACO! AND HEREBY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY OF WACO, ITS OFFICERS, AND EMPLOYEES FROM ALL CLAIMS, DEMANDS, AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER, INCLUDING THE COST OF DEFENSE THEREOF, FOR ANY INJURY TO, INCLUDING DEATH OF, PERSONS AND ANY LOSSES FOR DAMAGES TO PROPERTY CAUSED BY OR ALLEGED TO BE CAUSED, ARISING OUT OF OR ALLEGED TO ARISE OUT OF, OR IN CONNECTION WITH PARTICIPATION IN SHOWCASE WACO! WHETHER OR NOT SAID CALIMS, DEMANDS, CAUSES OF ACTIONS ARE CAUSED BY THE SOLE NEGLIGENCE OF THE CITY OR AGENTS OR EMPLOYEES OF THE CITY OR CAUSED BY OR ALLEGED TO BE CAUSED BY, OR ARISING OUT OF OR ALLEGED TO ARISE OUT OF, THE NEGLIGENCE OF THE PARTICIPANT OR AN OFFICER AGENT OR EMPLOYEE OF THE PARTICIPANT IN CONNNECTION WITH THIS EVENT OR THE ACTIVITIES HEREUNDER.

Signature

Date