



8TH ANNUAL CHOCOLATE LOVERS' FESTIVAL

Best Western Inn of the Ozarks, Highway 62 W, Eureka Springs, AR 72632

February 11, 2012

Rule and Regulation Memo

Thank you for participating in the Chocolate Lovers' Festival. Should you need assistance, Heather Brown will be at the Exhibitor Registration desk, which will be located in the lobby.

Move-In:

See attached sheets: All exhibits must be moved in by time stated unless prior arrangements have been made with Management.

EXHIBITOR HOURS:

Upstairs and Downstairs vendors: Saturday, 8 a.m. to 3 p.m.

SHOW HOURS:

Saturday, 9 a.m. to 3 p.m.

MOVE-OUT

Upstairs and Downstairs vendors: Move-out or dismantling of your booth is not allowed before 3 p.m., Saturday and will result in a \$100 fine.

STAFF BADGES:

Your badges will be in your packet upon arrival. Additional badges may be purchased for \$10 per badge.

SECURITY:

Overnight Security begins Friday at 8 p.m. and continues through Saturday. We are not responsible for theft but do recommend covering your tables prior to leaving the convention center on Friday and placing highly valuable items out of sight.

INSURANCE AND LIABILITY:

Exhibitors shall assume all responsibility for damages to the exposition facility and property, and it shall indemnify and hold harmless Chocolate Lovers' Festival from all liability that might result from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees.

eurekachocfest.org