

**FOLSOM LAKE COLLEGE  
REVOLVING FUND ACCOUNT**

10 College Parkway • Folsom, CA 95630  
P: (916) 608-6549

CHECK NO. **F- 01815**

DATE **7/20/2017**

GENFD: NOT TO EXCEED \$500  
VENDOR NO. 0000003279  
LOCATION 09

CBFUND: NOT TO EXCEED \$1,000  
VENDOR NO. 0000000001

TO RANCHO CORDOVA CHAMBER OF COMMERCE  
2729 PROSPECT PARK DRIVE, STE 117  
RANCHO CORDOVA, CA 95670

REQUISITIONED BY **F695 HEILAND/ROBINSON**

GENFD	5601	11	FL.VI.RCOR	60100	00000	2018	041A	129.00
BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

BUS UNIT	ACCOUNT	FUND	DEPARTMENT (ORG)	PROGRAM	CLASS	BY	PROJECT/GRANT	AMOUNT

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EST. TOTAL AMOUNT
1.00	EA	BOOTH SPACE at Rancho Cordova Chamber of Commerce Expo on August 17, 2017	129.000	129.00

RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

<b>FOLSOM LAKE COLLEGE</b> REVOLVING FUND ACCOUNT ULID 382004 10 College Parkway • Folsom, CA 95630 (916) 608-6549	JPMorgan Chase Bank, N.A. Sacramento, CA	CHECK <b>No. F- 01815</b> DATE: <u>July 20, 2017</u>	90-7162 3222
PAY TO THE ORDER OF RANCHO CORDOVA CHAMBER OF COMMERCE *****		\$ <u>129.00</u>	
ONE HUNDRED TWENTY NINE AND 00/100 *****		DOLLARS *VOID 6 MONTHS FROM DATE DRAWN	
<b>NON-NEGOTIABLE</b>			
ADMINISTRATIVE SERVICES			



Rancho Cordova Chamber of Commerce  
 2729 Prospect Park Drive, Ste 117  
 Rancho Cordova, CA 95670  
 (916) 273-5700  
 www.RanchoCordova.org

# Invoice

Date	Invoice #
7/14/2017	11469

Bill To
Folsom Lake College 10 College Parkway Folsom, CA 95630

Terms
Upon Receipt

Description	Qty	Rate	Amount
Business Expo Booth Non-Profit	1	129.00	129.00
<p><b>Contributions to the Chamber are not deductible for federal income tax purposes as a charitable contribution, but may be deductible as ordinary and necessary business expenses.</b></p>			<p><b>Total</b> <span style="float: right;"><b>\$129.00</b></span></p> <p><b>Payments/Credits</b> <span style="float: right;">\$0.00</span></p> <p><b>Balance Due</b> <span style="float: right;"><b>\$129.00</b></span></p>

7th Annual!



RANCHO CORDOVA EXPO

Nearly 600 Visitors in 2016!

A BUSINESS TO COMMUNITY EVENT

THURSDAY, AUGUST 17TH AT RANCHO CORDOVA CITY HALL

EXHIBITOR INFORMATION

What:

The Rancho Cordova Business Expo is a "business to community" and "business to business" event connecting consumers and businesses from throughout the region. Leverage this opportunity to get in front of your customers and local employees joining us during their workday. Free lunch samplings drive attendance! Exhibitors also network with fellow vendors over coffee prior to the expo.

When:

Thursday, August 17, 2017
10:00am - 2:00pm

Where:

Rancho Cordova City Hall
2729 Prospect Park Drive
Rancho Cordova, CA 95670

Admission:

Free to the public & free parking!

Exhibitor Information

Space:

Inside booths include pipe and drape at back and sides, one table, one table cloth, two chairs, and simple signage. Booths are a minimum of 6'x8'.

Outside booths include one table, one table cloth, two chairs, pop-up tent or similar coverage and simple signage. Booths are a minimum of 8'x8'.

Schedule for Exhibitors:

8:00am - 9:00am Exhibitor set-up
9:00am - 10:00am Exhibitor networking/mixer
10:00am - 2:00pm Expo
2:00pm - 3:00pm Breakdown

Event Sponsorship:

Increase your visibility! Sponsors receive prime locations, special signage, pre-event promotions and advertising, on-site special promotions and more! Contact us!

EXHIBITOR CONTRACT

Vendor Information:

Name: Joyce Heiland

Company Name: Folsom Lake College Rancho Cordova Center

(For signage)

Email: HEILANJ@FLC.LOSRIOS.EDU

Phone: 916-361-6340

Pricing:

6' x 8' Booth (Chamber Member) \$229

6' x 8' Booth (Non-member) \$289

A limited amount of non-profit rate booths are available. Contact the Chamber for more information.

Need Electricity? \$25

Total Due \$129.00 (non-Profit)

Credit card number: [Handwritten signature]

CHECK WILL BE ISSUED

Exp. [Handwritten signature]

Signature: [Handwritten signature]

Food Vendors: Attendance is expected to exceed 500. Please indicate if you need electricity. You must provide your own heating device (if needed) and proof of insurance. jeh Initial

Parking: Parking for vendors will be across the street on the east side of Prospect Park or at nearby hotels. Please reserve on-site parking for event attendees. jeh Initial

Confirmation: Booth space is not guaranteed until payment is received. Confirmation and exhibit information will be sent via email three days prior to the event. jeh Initial

Cancellation: 50% of the exhibit payment will be returned when cancellation is received in writing by C.O.B. 8/10/17. Cancellations after 8/10/17 will not receive a refund. jeh Initial

Please note additional information on back of this form.

# RANCHO CORDOVA BUSINESS EXPO RULES & REGULATIONS

## RULES & REGULATIONS

These rules and regulations govern exhibits under the auspices of the Rancho Cordova Chamber of Commerce (RCCC) and are part of this agreement.

## TERMS & CONDITIONS:

Exhibitors agree to abide by all terms and conditions set forth in this document, which forms a part of this agreement between the exhibitor and RCCC. Failure to abide by these regulations may result in removal of the exhibit or exhibitor from the show floor and/or prohibition from exhibiting with the RCCC in the future.

## PAYMENT & SPACE ASSIGNMENT:

Space assignment is on a first come first serve basis per the date and time your registration form is received. RCCC controls all exhibit space assignments. Sponsors receive priority exhibit locations. Full payment (check or credit card) for your space must be received along with the Exhibitor Contract to guarantee space. Exhibitor contracts will be accepted by fax, mail and e-mail but are not confirmed until receipt of payment or authorization of credit card and the signed Rancho Cordova Exchange Rules & Regulations agreement to all terms (this document). RCCC reserves the right to reject any application.

## SET-UP/TEAR DOWN OF EXHIBITS:

Exhibitors are asked to use the set-up entrance to the facility. Details will be available prior to the event. **Be courteous and have set-up completed by 9:30am and do not begin tear-down until after 2:00pm.** Exhibitors must vacate no later than 4:00pm.

## FIRE SAFETY:

The facility adheres to strict fire safety guidelines. All participants must comply with local fire safety regulations.

## PARKING:

Parking for vendors will be provided in advance of the event. **Please allow prime parking for event quests.**

## USE OF EXHIBIT SPACE:

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits or line of sight. Exhibits should be so arranged that exhibitor representatives, materials and equipment are inside the space assigned and do not infringe on aisles. All decorations must be flame retardant. Exhibit hall fire exits and safety equipment must be left accessible and fully viewable at all times. Aisle space may not be incorporated as part of an exhibitor's space. Exhibitors are expressly prohibited from "brief casing" in the aisle space. Exhibitor will not sublet the exhibit space contracted for and shall not exhibit, or permit to be exhibited, any merchandise other than specified in this agreement. Handwritten signage is not allowed.

## RESTRICTIONS:

RCCC management reserves the right to prohibit any display or exhibit or any part of a proposed exhibit that we deem not suitable or in accordance with the accepted professional ethics of its members.

## NOISE & MUSIC LICENSING:

Sound or amplifying systems projecting beyond the exhibit space are prohibited. Due to music licensing restrictions, exhibitors are prohibited from playing recorded or live music in their exhibit space unless previously approved by RCCC.

## FAILURE TO OCCUPY:

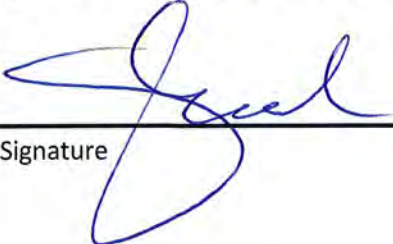
Any exhibitor who fails to occupy his or her booth space by 9:30am will be replaced with a waitlisted exhibitor or other display. No refund will be issued.

## EXHIBITOR LIABILITY:

Neither the RCCC nor the show facility shall be held liable to an exhibitor or the property of an exhibitor, or injury to exhibitor personnel resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold the RCCC, the show facility and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitors installation, removal or occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the above. In addition, exhibitor acknowledges that RCCC and the show facility do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses to exhibitor. Neither the RCCC or the show facility, or any officers, director or staff member thereof will be responsible for the safety of the property of exhibitor personnel from any cause. Food vendor exhibitors must provide the RCCC a copy of all insurance and/or policy rider to cover booth contents.

## AGREEMENT:

I have read the Rancho Cordova Expo Rules & Regulations and agree to comply as part of this contract.

  
Signature

7-12-17

Date