

Rapid City Area Chamber of Commerce
Suzanne Hamilton
P.O. Box 747
Rapid City, SD 57709

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HEALTH & HUMAN SERVICES FAIR

- HEALTH SCREENINGS • Information on HEALTH CARE & HUMAN SERVICES

Friday, October 21, 2011 - 4:00pm - 8:00pm
Saturday, October 22, 2011 - 8:00am - noon

WESTERN DAKOTA TECH
800 Mickelson Drive

BLACK HILLS HEALTH & HUMAN SERVICES FAIR

EXHIBIT Display your organization and its services to the thousands of Black Hills residents expected to attend.

WELLNESS DEMONSTRATIONS . . . A large section of the exhibit area will be sectioned off for wellness presentations, i.e. dancing, gymnastics, exercise routines, and other health related activities.

HEALTH AND HUMAN SERVICES COMMITTEE MISSION STATEMENT

To support and promote Rapid City's Health and Human Services facilities and personnel, encouraging effectiveness, ensuring cooperative coordination of related efforts and recognizing the economic and social impact of these industries on our area.

HEALTH FAIR OBJECTIVES

The 2011 Health and Human Services Fair offers everyone an opportunity to take personal responsibility for his or her own well-being. The purpose is to create an atmosphere of learning, allowing attendees to gain more information about responsible behavior, and adopt lifestyles that are conducive to good health. We are asking each space to offer some type of information, screening, quiz or test which would allow participants to leave the 2011 Health and Human Services Fair with more information about their well-being.

With the many questions and concerns facing us regarding healthcare, individuals are becoming more aware and responsible for the health and human needs of their own families. It is also important for the public to know about public safety agencies working hard to make our community a great place to live and raise a family.

If you are a health care provider, a member of a health related organization, human service agency, or law enforcement group, you need to participate in this special event designed to meet the needs of our knowledge seeking public. PLEASE, plan to participate in this area's largest Health & Human Services Fair.



South Dakota State University
College of Nursing



REGIONAL HEALTH



**2011 BLACK HILLS AREA
HEALTH AND HUMAN SERVICES HEALTH FAIR**
Western Dakota Tech, 800 Mickelson Drive
EXHIBITOR CONTRACT

REGISTRATION (please print):

Agency/Organization Exhibiting _____

Contact Person _____

Mailing Address _____

City _____ Zip _____ Telephone Number _____

Email _____

Please note your registration fee covers one table, 2 chairs, wireless internet access, and electricity.

Please reserve:

For-Profit Business (informational spaces and/or screening space)

_____ One Table Space @ \$100.00 each = \$ _____

_____ Two Table Spaces @ \$150.00 each = \$ _____

Non-Profit Business (informational spaces and/or screening space)

_____ (#) One Table Space @ \$ 75.00 each = \$ _____

_____ (#) Two Table Spaces @ \$100.00 each = \$ _____



I would be interested in having my space located so that it is not close to the wellness demonstrations, limited space is available (First Come, First Serve!) _____ (Yes or No Preference)

Wellness Demonstration(s) i.e. aerobics, karate, clogging, line & folk dancing, etc. (20-minute limit) @ no charge

Presentation will include: _____ (aerobics, karate, etc)
(The Health Fair committee will contact you to setup presentation times.)

Electricity:

_____ yes, I will need an electrical outlet for my space.

GRAND TOTAL ENCLOSED \$ _____

Describe the content of the space _____

Screenings to be provided are: _____

The following signature authorizes this registration and also agrees not to sell items at this fair to include fundraising and raffles, and the space will be open and staffed during fair hours. All spaces will be reviewed before show opening for space content.

Signature _____ Title _____

Date _____

Please make the check payable to **Rapid City Chamber of Commerce** and return payment and this completed registration form no later than Sept. 30 to be included in any pre-fair publicity.

Black Hills Area Health and Human Services Health Fair
Suzanne Hamilton
P O Box 747, Rapid City, SD 57709
Ph. (605) 343-1744 • Fax. (605) 343-6550

<p>For office use only: date received _____ check number _____ check amount _____</p>
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Refund Policy: Letter of cancellation is required to be in writing and received by October 14 for a full refund. After that date, the registration fee will be forfeited. Spaces assigned based on date received.

Credit Card # _____ Exp. Date _____ Signature _____

**2011 BLACK HILLS AREA
HEALTH AND HUMAN SERVICES HEALTH FAIR**
Western Dakota Tech
800 Mickelson Drive

GENERAL RULES AND REGULATIONS

Authorized representatives of the Health Fair are hereinafter referred to as "Show Management."

I Payments and Refunds

Space reservations must be accompanied by signed contract and entire fee.

Applications will not be processed nor space assigned unless the application is accompanied by payment as scheduled above.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the space location and to take possession of said space and lease same or any part of it to such parties and on such terms as they deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

In case the show is not held for any reason whatsoever, the rental and lease of space shall be terminated and deposits refunded.

II Authorized Representative

Each exhibitor *must* name one representative who is responsible for the installation, operation, and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all show periods and this representative shall be responsible for keeping the exhibit neat, manned, and orderly at all times.

III Space Rental and Assignment of Location

The Show Management reserves the right to refuse rental or display space to any company whose display of goods and services is not, in the opinion of the Show Management, likely to be compatible with the general character and objectives of The Health Fair.

Whenever possible, space assignments will be made by the Show Management in keeping with the location preferences requested by the exhibitor. The Show Management however, reserves the right to make the final determination of all space assignments in the best interests of The Health Fair, including relocation of the exhibit from the location stated on the contract.

IV Installment and Removal—Exhibit Hours

Show Management reserves the right to fix the time for installation of exhibits prior to the show's opening and for their removal after the conclusion of the show. Installation of exhibits may take place beginning October 21, 2011 – noon - 3:30 p.m. Any space not claimed by October 21, 2011, 8:30 p.m. may be sold or reassigned by Show Management.

Exhibits may not be removed until after the close of the show at noon. October 22, 2011. Exhibits are to be open and staffed during the Fair hours.

V Space Construction and Special Requirements

Standard spaces will have an 8' skirted table. Signs or other features may not exceed the 8' height unless special arrangements are made in advance with the Show Management. Displays or other features in the front of the space must not interfere with a clear view of neighboring spaces. All surfaces which can be seen from any aisle or from any other space must be finished.

Special electrical requirements are available on advance request. Water and/or drain facilities are not guaranteed, but may be available under certain circumstances and must be negotiated in advance with Show Management.

VI Operation of Displays

- A. Show Management reserves the right to restrict the operation of or evict completely any exhibit which, in its opinion, detracts from the character and objectives of the exhibit as a whole. This includes, but is not limited to, exhibits which because of noise, flashing lights, methods of operation, or display of unsuitable material, are determined by Show Management to be objectionable to the successful conduct of The Health Fair as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited.
- B. Exhibits which include the operation of musical instruments, sound projection equipment, public address systems or any noisemaking machines must be operated so that noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operation of noise-making exhibits must secure approval of operating methods before exhibit opens.
- C. Samples of food and/or drink directly related to the products of the exhibitor may be served under the following conditions:
 - 1. Disposable containers and utensils shall be used.
 - 2. Sufficient waste receptacles inside the space area must be provided by the exhibitor.
 - 3. Floor of the space must be covered by a protective covering provided by the exhibitor.
 - 4. Area inside and outside the space must be kept clean and free from debris at all times.
- D. Exhibitors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way handicaps nearby exhibitors.
- E. Space representatives including models or demonstrators must be properly clothed. No scanty or excessively revealing attire will be permitted.
- F. All demonstrations or other activities must be confined to the limits of the exhibitor's rental space. Distribution of circulars may be made only within the space assigned to the exhibitor presenting such materials. No advertising circulars, catalogues, folders or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, grounds, or other facilities.
- G. There will be no selling of goods or services at the Health Fair.

VII Exhibits and Public Policy

Each exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this show. Should an exhibitor have any questions as to the application of such laws, ordinances, and regulations, Show Management will endeavor to answer them or direct the exhibitor to the best source of information.

VIII Liability and Insurance

All property of the exhibitor remains under his control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the Show Managers, their service contractors, the management of the Western Dakota Tech, nor any officers, staff members, or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor.

The Show Managers will provide a security guard on a 24 hour basis during the time of the show and the days immediately preceding and following the exhibit, for the convenience of exhibitors, but this security provision in no way lessens the responsibility of the exhibitor stated in the preceding paragraph.

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

IX Agreement Subject to Terms of Show Management's Lease

This agreement between the exhibitor and Show Management is subject to the terms of the lease between the Show Management and the Western Dakota Tech, and exhibitors shall not undertake any act, or fail to fulfill any obligation, which shall be in violation of said lease.