



**HENDERSON COMMUNITY EXPO 2016**  
 Saturday, October 15, 2016 | 11am-3pm  
 Galleria at Sunset | 1300 W. Sunset Rd. | South Parking Lot



# REGISTRATION AND INFORMATION FORM

\$115 Booth Registration Fee ♦ \$25 for Non-Profit Organizations

Registration Deadline: [Thursday, September 29, 2016](#)

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Non-Profit EIN # \_\_\_\_\_ For-Profit License # \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING**

Briefly describe the product or service you will be showcasing at the Community Expo.

Registration Fee - includes one 10-foot by 10-foot tent canopy, one 8-foot table and two chairs: \$115 or \$25

Do you require extra tables - for an additional \$10 each:	\$
Do you require extra chairs - for an additional \$5 each:	\$
<b>Total Registration Fee:</b>	<b>\$</b>

Vehicle and Activity Display Area - prior approval is needed. Send full vehicle(s) description and square footage needs to Kathryn Hooper.

Will you be displaying a vehicle	Brief Description and Size
Will you need additional space for activities	Brief Description and Size

**HOLD HARMLESS AGREEMENT**

By my signature hereon, I have the authority on behalf of the participating party as registered for this event. I hereby release and discharge the City of Henderson and their officers, members, agents, employees, and other persons connected with this event from any and all known or unknown damages, injuries, losses, judgments and/or claims for any cause whatsoever suffered by me personally or to my property, the participating party or its property, as well as anyone under my direction or control.

I also agree to indemnify, without reservation or qualification, all of the aforementioned persons from any and all liability occasioned by or resulting from any conduct of any person assisting or cooperating with me and/or under my direction or control.

I have read and understand the foregoing and realize that my signature hereon limits my rights by law.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Additional Contact \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please Return Registration Form and Check Payable To:  
 Henderson Fire Department - Expo  
 P.O. Box 95050 ▪ MSC 133 ▪ Henderson, NV 89009-5050  
 702-267-2222 phone ▪ 702-267-2223 fax ▪ [Kathryn.Hooper@cityofhenderson.com](mailto:Kathryn.Hooper@cityofhenderson.com) email



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## RULES AND REGULATIONS

### 1. Thank you for participating in the Henderson Community Expo on Saturday, October 15, 2016.

- Event location is Galleria at Sunset, 1300 W. Sunset Rd., in the south parking lot.
  - Booth registration fee for a for-profit business is \$115. This includes one 10-foot by 10-foot tent canopy, one 8-foot table and two folding chairs. Additional charges apply for extra tables, extra chairs, and electrical power (very limited).
  - Booth registration fee for a non-profit organization is \$25. This includes one 10-foot by 10-foot tent canopy, one 8-foot table and two folding chairs.
  - Participant setup time is 9am-10:45am. YOU MUST BE READY BY 11AM.
  - Event time is 11am-3pm.
  - Participant teardown time is 3pm-4pm.
2. Participants should showcase a product or service that promotes the health, safety and wellness of attendees. The purpose of the Community Expo is to provide education and increase awareness for community resources available to all age groups for health, injury prevention and risk reduction, and public safety.
  3. The City of Henderson and Galleria at Sunset have the right to refuse exhibitor participation should the exhibitor's product or information be outside the intended scope of the Community Expo 2016.
  4. Display of vehicles and large-area activities need to be approved prior to the event. Contact Kathryn Hooper via email with specific square footage requirements, and pictures and size of vehicle(s).
  5. All exhibitors will be sent electronic flyers to help promote and advertise the event to customers, friends and families upon receipt of registration form.
  6. If you are interested in being a sponsor, please contact Kathryn for additional information about sponsor benefits.

## EVENT COORDINATORS CONTACT INFORMATION

### **Kathryn Hooper - Henderson Fire Department**

[Kathryn.Hooper@cityofhenderson.com](mailto:Kathryn.Hooper@cityofhenderson.com)

### **Kathleen Richards - Henderson Fire Department PIO (Public Relations)**

[Kathleen.Richards@cityofhenderson.com](mailto:Kathleen.Richards@cityofhenderson.com)

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