

Thursday, October 15th
4:00 p.m. - 7:30 p.m.
Lane Events Center

EUGENE AREA CHAMBER OF COMMERCE

Business-to-Business

EXPO

Sponsored by



your PASSPORT to OPPORTUNITY

REGISTRATION INFORMATION

Business Name _____ Phone # _____

Address _____ Website _____

Primary Booth Contact Name _____ Contact Phone # _____

Contact's Email _____ Contact Fax # _____

VENDOR SPACE / FEES

****Reserve and pay for your space by August 17th
and deduct \$25 from your booth fee.**

STANDARD, PREMIER & ECONOMY booth spaces are available. See Info Sheet for details (booth sizes, location, furnishings, etc.)

Standard Booth	Members: \$400 - Non-Members: \$600	Number of Booths _____
Premier Location Booth	Members: \$525 - Non-Members: \$750	Number of Booths _____
Economy Booth	Members: \$250 - Non-Members: \$400	Number of Booths _____

☐ Yes, I want electricity (500 watts): \$25 ☐ No, I do not need electricity.

Wifi is complimentary. Download speed is 22mb and upload is 5mb.

- **PASSPORT PRIZE GIVEAWAY** booths draw more attendees. See the reverse side of this form for the benefits of upgrading to a Passport Prize Giveaway Booth. Only twelve (12) available. (Add \$150 to the cost of your booth space.)

FEE CALCULATION

BOOTH SPACE

☐ standard \$ _____

☐ premier \$ _____

☐ economy \$ _____

UPGRADES

☐ passport \$ _____

ELECTRICITY \$ _____

ADD'L TICKETS @\$10 \$ _____

Total

Registration Fee \$ _____

PAYMENT METHOD

Reservations are on a first-paid, first-selection basis. You may mail a check, payable to Eugene Area Chamber of Commerce or if using a credit card you may fax your registration form.

We accept VISA/ MC/ AMEX/ DISCOVER

CC# _____ Exp. _____

Security Code _____ Billing Zip Code _____

Cardholder Name _____



Eugene Area
Chamber of
Commerce

If you do not receive confirmation that your registration was received by the Eugene Chamber within 72 hours, please contact Beth Tassan, 541.242.2356.

Eugene Area Chamber of Commerce
PO Box 1107 • Eugene, OR 97440 • Phone 541.484.1314 • Fax 541.484.4942

Visit the Business-to-Business Expo website
www.eugenebusinessexpo.com
for more information!

Destination: **SUCCESS**

Office Use Only

Booth # _____

WANT TO ENHANCE YOUR VISIBILITY?

Exhibitors who would like to enhance their visibility can also purchase one of two booth upgrade packages. These packages are ideal for exhibitors that want to increase their visibility, increase foot traffic and stand out at the Business Expo.

#StartupEugene Sponsor - Sponsorship Fee: \$4,000 **NEW!**

- Name and/or logo recognition as #StartupEugene sponsor in prominent location on Business Expo website, pre/post event promotional emails
- Logo recognition on "Friends & Sponsors" scrolling banner for one month on Chamber website home page
- Sponsorship exclusivity by business classification with first opportunity to choose location One
- (1) 10' x 10' "premier" exhibit booths (value: \$500 w/electrical)
- One (1) 7' x 3' display banner "#Startup Eugene Presented by: _____"
- Your logo listed as #StartupEugene Sponsor on Expo map distributed to expo attendees Twenty
- Address List of Expo attendees & vendors
- (20) tickets for Business After Hours & Expo 2015
- One Photo profile on Facebook page (4-6 photos of your booth and staff with copy in the week following the event)

Aisle Sponsor - Sponsorship Fee: \$1,000 (24 available)

- Aisle will be referred to as "company" aisle in verbal and printed references
- Your company name listed as Aisle Sponsor on Expo website
- One (1) 10' x 10' exhibit booth in a "premier" location (value: \$500 w/electrical)
- Your company name listed as Aisle Sponsor on Expo map distributed to expo attendees Ten
- (10) tickets for Business After Hours & Expo 2015
- Address List of Expo attendees & vendors
- One Photo profile on Facebook page (photos of your booth and staff with copy in the week following the event)

Attendee Bag Sponsor - \$500 + cost of (1,200) bags (exclusive opportunity)

- Your company name listed as Attendee Bag Sponsor on Expo website
- Company logo displayed on bag
- Your company name listed as Attendee Bag Sponsor on Expo map distributed to expo attendees
- Opportunity to distribute bags at event entrance
- Opportunity to insert one item in promo attendee bag

"Passport" Prize Giveaway Booth – \$150 (Only 12 available)

- Company logo displayed on prize giveaway signage at EXPO.
- Company logo displayed on prize giveaway entry card.
- Trade Show attendees must visit all prize giveaway booths and complete an entry card question at each booth to be eligible for cash prize drawing.
- Prizes to be awarded the day of the EXPO – winners announced at 7:15pm.
- Winners do not need to be present to win.
- Prizes include: Three (3) Cash prizes.

Eugene Area Chamber of Commerce
PO Box 1107 • Eugene, OR 97440 • Phone 541.484.1314 • Fax 541.484.4942

Visit the Business-to-Business Expo website
www.eugenebusinessexpo.com for more information!

EUGENE CHAMBER BUSINESS-TO-BUSINESS EXPO

Thursday, October 15, 2015 ** 4:00 – 7:30pm ** Lane Events Center Exhibit Hall

Premier & Standard Booths

10' deep x 10' wide, 8' tall back wall, 3' tall sidewall, black & white drapery (*signage not included)

1 8' table with linen/skirting (one size only); 1 chair; 1 wastebasket, Complimentary WiFi

Ten complimentary registrations for booth workers and/or guests

*Premier booths are identified as being located in higher traffic areas. Typically booths near food & beverage and/or at the end of an aisle.

Economy Booths *Smaller booth size and limited locations

10' deep x 5' wide, 8' tall back wall, 3' tall sidewall, black & white drapery

1 8' table with linen/skirting (one size only); 1 chair; 1 wastebasket, Complimentary WiFi

Seven complimentary registrations for booth workers

Booth Electricity: \$25 for One Outlet (500 watts). Must be ordered no later than October 1.

Complimentary Booth Workers: All booth workers and guests must be registered to attend the show. Send names to Beth Tassan at betht@eugenechamber.com.

Exhibitors are responsible for:

Extension cords/Power strips: Extension cords must be industrial 3-prong (grounded) cords. If plugging more than one item into the power supply, you must bring a power strip.

Additional Furnishings: You may bring in your own additional furnishings (i.e., extra chairs, tables, carpeting etc.) or they can be ordered from the show decorator, Essig Entertainment at your expense. Call (541) 345-7989.

EXHIBITOR MOVE-IN/OUT

Exhibitor Move-in: 11:00am (No earlier, please) to 2:30PM ** Thursday, October 15

Fire Marshall Inspection 2:30 pm to 3:45pm

Show Hours: 4:00 – 7:30pm (all booths must be staffed during show hours)

Exhibitor Move-out: 7:30 pm to 10:00 pm (exhibits must not be dismantled before the 7:30pm)

*all materials (boxes, debris etc.) must be removed from premises

EXHIBITING POLICIES & REMINDERS

- **Restrictions apply to: Food and beverage distribution as well as canopies and any unusual, tall or large items.** Contact Mary O'Neil at (541) 242-2353 for details.
- Your exhibit must stay within your purchased booth space. No company may take up aisle space or "spill over" into another booth.
- This is not a sales expo. No selling/purchasing transactions, please.
- Flyers, giveaways, activities etc. are permitted only from within your booth space.
- Exhibitors are required to wear the business expo name badges provided onsite.
- All exhibits must comply with appropriate fire regulations. Contact the City of Eugene Fire Marshall's office for more information.
- Noise level at booth must be kept below event background.

CANCELLATION POLICY

Booth must be cancelled by September 15 to receive a refund. Contact Beth Tassan at (541) 242-2356.

Your completed booth registration indicates your agreement with these Exhibitor Policies and Procedures.

EXHIBITOR NEWS

EXPO Website: www.EugeneBusinessExpo.com

Welcome Business Expo Exhibitor!

EXHIBITOR POLICIES AND INFORMATION:

Please review the attached “**Exhibitor Policies and Information**” sheet. It should answer many if not all of your expo questions including move in/move out times, Expo policies and restrictions. It is very important that you review and share with all representatives attending from your company. If you still have unanswered questions please contact the Chamber.

FOOD & BEVERAGE POLICIES:

Please note: The Lane Events Center has strict food and beverage policies which apply to both the Chamber and exhibitors. Please contact us if you are hosting food and/or beverage in your booth or giving away a food and/or beverage item.

BOOTH GIVEAWAYS & DOOR PRIZES:

Exhibitors are encouraged to provide giveaways and/or a door prize to draw attendees to their booth.

Back by popular demand! ... In an effort to assist in drawing attendees to your booths, the Chamber will not be seeking donations for door prizes. Instead we will promote exhibitor door prizes to help generate foot traffic to your booth. This will include a promotional email to Chamber membership listing all the exciting door prizes attendees can win. **In order to qualify for participation you need to:**

- Provide a door prize with a minimum \$100 value.
- Complete door prize form (enclosed). Must be returned to the Chamber no later than October 1 so that your door prize can be included in a special pre-event promotional email.
- Collect business cards at your booth and draw door prize winner at no later than 6:45pm the night of the event. Winners will be posted at the front of the hall and winners will pick up their prize at your booth or place of business following the announcement. (Winners must not need to be present to win.)
- The Chamber will provide a list of door prizes to attendees at registration. In the event you have a door prize with a lesser value you may still do a drawing but it will not be posted.

BOOTH REPRESENTATIVES:

All booths include complimentary admissions for individuals working in your booth and/or guests to invite to the event. All booth representatives and guests must be registered to attend the show. To register complimentary booth representatives and guests please email Beth Tassan at betht@eugenechamber.com as soon as possible but **no later than October 1, 2015**.

EXPO KEY CONTACTS:

Mary O'Neil
Events Manager
maryo@eugenechamber.com
Direct line: 541.242.2353

Beth Tassan
Expo Registration Manager
betht@eugenechamber.com
Direct line: 541.242.2356

Be sure to



and check out Expo promotions.



BOOTH DOOR PRIZE FORM

PLEASE RETURN THIS FORM BY OCTOBER 1, 2015

Please print _____ Date _____

Company _____

Address _____ City _____ Zip _____

Contact Person _____ Phone _____

ITEM _____ Value _____

DESCRIPTION OF ITEM _____

This is not a donation to the Eugene Chamber. This door prize will be given away in your booth. The form is submitted for the purpose of providing the Chamber with information about your item for an email promoting exhibitor door prizes.

Eugene Area Chamber of Commerce
1401 Willamette St., 97401
Phone 541.484.1314 Fax
541.484.4942
betht@eugenechamber.com



**Eugene Area
Chamber of
Commerce**