Booth/Sponsorship Registration

Deadline – February 26th

HOME & COMMUNITY EXPO

March 16, 2016

The Smithfield Center

4:00 to 7:00 p.m.

SPONSORSHIPS…

more traffic,

more visibility!

By becoming a sponsor, you'll get a premier spot in the only business trade show in Isle of Wight.

Your sponsorship will help build your company's name recognition, extend your marketing reach for the show, and provide prominent exposure in the 2016 Business Expo Program.

Call (757) 357-3502 for more information or to register.
or mail/fax this form to Sherri Gill (*chamber@theisle.org*),
Isle of Wight-Smithfield-Windsor Chamber of Commerce, P. O. Box 38, Smithfield, VA 23431;
fax (757) 357-6884.
www.theisle.org

APPLICANT INFORMATION

Company Name: _____

Contact Person: _____ Title: _____

Billing Address: _____ City: _____ State: _____

Phone/Email: (P) _____ (E) _____

I understand that this company must be in good standing with the Isle of Wight-Smithfield-Windsor Chamber of Commerce and that there is a one company limit per booth.

Signature:_____ Date: _____

My company will exhibit a ☐ product ☐ service.
Will this be your first time exhibiting? ☐ yes ☐ no
Will you be giving away a door prize? ☐ yes ☐ no

REGISTRATION INFORMATION

BOOTH COSTS/PAYMENT OPTIONS

Type of Booth/Size	Cost	Qty	Total
Member Booth/ 8' x 8'	$299.00		
Prospective Member Booth/ 8' x 8' (Includes 1 yr membership)	$499.00		
Civic Organizations/Non-Profit (10 employees or less) / 6' Table	$125.00		
Home Based Business / 6' Table (Includes 6 month trial membership. Call for Details)	$125.00		
Premier Sponsor/ 8' x 16'	$2000.00		
Gold Sponsor/ 8' x 16'	$1000.00		
Silver Sponsor/ 8' x 8'	$750.00		
Bronze Sponsor/ 8' x 8'	$550.00		
Electrical Outlet (Limited Number)	$10.00		
		Amount Due:	

Method of Payment

☐ Send an invoice to the address above. ☐ Check Enclosed

☐ Visa ☐ Master Card ☐ American Express ☐ Discover

Card #: _____

Exp. Date: _____ Security Code: _____ Zip Code: _____

Payment is due fifteen (15) days from date of invoice. If payment is not made by due date, loss of booth space could occur. Reservations made after February 26th cannot be accepted without payment. Cancellations/refunds cannot be processed after February 26th.

Exhibitor Guidelines

Booth Description:
Standard booths are 8' X 8'. Each booth contains a backdrop drapery (8' high), divider curtains on each side (3' high) hung on aluminum rails and one covered/draped table with two chairs. For additional information, or to order additional tables and chairs, please contact the chamber.

Booth Identification Sign:
7'' X 44" booth identification signs are complimentary with all reservations confirmed by February 26th. Signs cannot be ordered through the Chamber after that date.

Electrical Power:
Exhibitors needing special placement due to electrical needs are subject to a $10 reservation fee. Exhibitors must supply their own extension cords and multiple outlets. Special power needs should be discussed in advanced with the Chamber staff and are subject to approval by the Smithfield Center.

Payment Schedule:
Payments are due within 15 days of the reservation/invoice. If payment is not made by due date, loss of booth space could occur. Reservations made after February 28th cannot be accepted without payment. **Cancellations cannot be processed after February 26th.**

Space Assignment:
Assignments will be made by the Chamber staff on a first-come, first-serve basis. The Chamber reserves the right to make space, location or floor plan changes as needed.

Show Hours:
Exhibitor-to-exhibitor networking 3:00 to 4:00 p.m. The Expo will be open to the public from 4:00 until 7:00 p.m.

Exhibitor Set-up and Dismantle:
Exhibitors may begin setting up any time after 12:00 p.m. the day of the show. All exhibits should be set-up by 2:00 p.m. Displays must not be dismantled until the close of the show at **7:00 p.m**. Exhibitors must confine their displays and activities to their reserved space. Exhibitors needing early set-up times or with space allocation concerns should contact the chamber in advance to discuss any special needs.

Sales By Exhibitors:
On-site sales are allowed, subject to state and local tax laws and regulations.

Food Service or Sales:
Exhibitors providing food samples or engaging in food sales must obtain a permit from the Health Department. Additionally, food set-up must meet requirements set by The Smithfield Center. All food sales are subject to state and local tax laws and regulations. Food should be pre-prepped.

Security:
The Isle of Wight-Smithfield-Windsor Chamber of Commerce will exercise reasonable care for the protection of exhibitors, materials and displays. **However, no liability for losses will be assumed or implied.**