



# 2017 Business Expo

## Where Business and Community Meet

### BOOTH APPLICATION

Name of Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Business Description: \_\_\_\_\_

Booth Size: A standard booth contains one 6' table, two chairs. Indicate **number of booths** desired in the blanks below.

\_\_\_\_\_ standard booth -- \$150

\_\_\_\_\_ premium location -- \$200

*Please contact the Chamber office if you are not a member and are interested in reserving a booth at the Business Expo.*

We agree to abide by the rules and regulations of the Hutto Area Chamber of Commerce as set forth on this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Payment Details:

Cash  Check  MC  Visa  AmEx  Discover

Name on Card: \_\_\_\_\_

CC#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Billing ZIP Code: \_\_\_\_\_

#### Office Use Only:

Chamber Membership verified:  Yes Date: \_\_\_\_\_

Total Due: \_\_\_\_\_ Paid by: \_\_\_\_\_

Cash  CC  Check #: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Booth #: \_\_\_\_\_

**When:** *Monday, August 14*

*11:00am – 4:00pm*

**Where:** *Hutto High School, 101 Farm to Market 685, Hutto, TX*

#### Business Expo Rules and Regulations

The Hutto Business Expo is an opportunity for local Hutto businesses to promote their products and services to the community. Each vendor agrees to abide by all regulations and rules adopted by the Hutto Area Chamber of Commerce in the best interest of the Business Expo and agrees that the Hutto Area Chamber of Commerce shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the event.

- Participants must be a member in good standing with the Chamber. One company per booth, please.
- Distribution of promotional coupons/material and taking orders is limited to your booth. No money is to exchange hands; therefore, no merchandise can be sold on the premises.
- The Chamber reserves the right to prohibit and remove displays and handouts which in the opinion of the Chamber are offensive, or detract from the showcase's general purpose of promoting legitimate Hutto businesses.
- Booth assignments will be available at 9:00 am the day of the showcase. Booths are assigned on a first come, first serve basis. Payment must be received by the Hutto Chamber of Commerce in order to assign booth space.
- Please make checks payable to:

**Hutto Area Chamber of Commerce**  
P.O. Box 99, Hutto TX 78634

- Setup begins at 9:00 am. Booths must be completely set up and ready for the event by 10:45 am. All material and supplies must be removed by 7:30 pm. Teardown cannot begin before 4:00pm. **There will be a \$50 fine for anyone that tears down before 4:00pm.**

*Last updated: 05-26-17*

Expo presented by the Hutto Area Chamber of Commerce.

For information, please contact us at (512) 759-4400.

Hutto Area Chamber of Commerce \* P.O. Box 99 / 122 East St. \* Hutto, TX 78634 \* (512) 759-4400

<http://www.huttochamber.com> \* [events@huttochamber.com](mailto:events@huttochamber.com)