



# Business TradeFaire 2018

## Exhibitor Booth Space

**Early Bird Pricing Through August 24**

### Scott's Seafood Grill & Bar

1333 N California Blvd., Walnut Creek

**Monday, September 24**

**5:00 – 7:00 p.m.**

**Early Bird Pricing Through August 24\***

**\*Walnut Creek Chamber Members**

**Exhibitor Booth \$245**

**\*Non-members**  
**Exhibitor Booth \$445**

**After August 24**

**Member Booth \$295 | Non-member \$495**

- ❖ Sell and Exhibit Your Products, Services, and Technologies
- ❖ Showcase Your Company to New Markets
- ❖ Increase Awareness of Your Company
- ❖ Generate New Leads
- ❖ Evaluate Your Competition
- ❖ Network with Other Businesses and Community Members
- ❖ Help Promote Shopping Locally and Keeping Our Economy Strong



“We find the Walnut Creek Chamber to have wonderful spirit and energy. Our involvement in the TradeFaire has been a great value. We have found the showcase to be a fantastic way to meet new customers and network with our fellow local businesses. This type of face-to-face exposure is invaluable! We participate and look forward to being part of the Business TradeFaire, Art & Wine Festival, and East Bay Woman's Conference every year.”

*Paul Newman, Regional Manager  
Photos Movies & More*

“The best way to get in front of the community - excellent attendance with lots of good local business people represented. We participate with a booth at every Chamber event.”

*Waters Moving & Storage, Inc.*

**Admission is FREE to the Public ~ Free Valet Parking ~ Hors d'oeuvres**

**LIMITED BOOTH SPACE AVAILABLE**



**Walnut Creek Chamber of Commerce  
& Visitors Bureau**

**Business TradeFaire 2018**

**Monday, September 24 / 5:00 — 7:00pm**

**Scott's Seafood Grill & Bar**

**1333 N California Blvd, Walnut Creek**

**Company:** \_\_\_\_\_

**List my company in promotional materials as:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

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

**Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

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

**Early Bird Member Fee: \$245**

**Early Bird Non-Member Fee: \$445**

*Early Bird fees applicable to registrations received by end of day Friday, August 24, 2018.*

*After August 24, booth fees are as follows:*

**Booth Fees:** Member \$295.00 Non-Member \$495.00

**Will you need electricity at your booth?** \_\_\_\_\_

**Do you have a large / oversized TradeFaire display?** \_\_\_\_\_  
(Size and description)

**Preferred Method of Payment:** Online at Walnut-Creek.com, Event Registration

**Other Methods of Payment:** Credit Card - Check

**Credit Card Number:** \_\_\_\_\_ **Expires:** \_\_\_\_\_

**3 digit security code on back of credit card:** \_\_\_\_\_ **Total to be charged:** \$ \_\_\_\_\_

**Name on the credit card:** \_\_\_\_\_

**Credit card billing address including zip code:** \_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cancellation Policy:** After payment received, 50% refund will be applied; after August 31, 2018, booth fee is non-refundable.

**IMPORTANT:** If you will be selling products or services from your exhibitor booth, complete and return a **Seller's Registration Agreement** two weeks prior to the event date as required by the State Board of Equalization.

***Return registration and payment to:***

**Walnut Creek Chamber of Commerce & Visitors Bureau**

1280 Civic Drive, Suite 100, Walnut Creek, CA 94596

Phone: (925) 934-2007 Fax (925) 934-2404 [chamber@walnut-creek.com](mailto:chamber@walnut-creek.com)

**or Register Online at: [Walnut-Creek.com](http://Walnut-Creek.com), Event Registration**



## Business TradeFaire

### **General Conditions & Guidelines**

- Each display area will include a skirted 6' table.
- Storage space is limited to under the tables.
- Exhibitors supply all materials to decorate and construct their booth.
- Signage may be affixed to easels or skirting. Taping / stapling signage to walls or objects that may puncture floors are not allowed.
- Please let us know if you will be bringing an oversized (height or width) display.
- Electricity is available only if you ordered it in your registration form. If electricity is requested, please bring your own extension cord.
- Exhibitor set up begins at 3:00 p.m. All exhibits must be fully constructed by 4:45 p.m.
- All booths must be staffed from 5:00 to 7:00 p.m. Booths may not be dismantled until after 7:00p.m.
- Any Exhibitor who sells merchandise or services from their booth, must complete and return a *Seller's Registration Agreement* form to the Walnut Creek Chamber of Commerce two weeks prior to the event date.

Exhibitors agree to hold Chamber harmless of, from, and against all claims, damages, losses, costs, liabilities, expenses and judgments recovered from or assessed against the Chamber due to injury or damages to person or property.

## TradeFaire Exhibitors

If you will be selling from your exhibitor booth , you must complete and return this agreement to the Walnut Creek Chamber of Commerce & Visitors Bureau. Per the State Board of Equalization, no money is allowed to change hands at this event without a Seller's Registration Agreement.

### **Seller's Registration Agreement**

Form Must Be Legible | Typed or Printed

**Name of Business:** \_\_\_\_\_

**Exhibitor Contact Name:** \_\_\_\_\_

**Merchandise to be sold:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Federal Tax ID #** \_\_\_\_\_

**Federal Tax ID # listed as:** \_\_\_\_\_

**Seller's Permit #** \_\_\_\_\_

I UNDERSTAND THAT THE WALNUT CREEK CHAMBER OF COMMERCE, CITY OF WALNUT CREEK, AND SPONSORING ORGANIZATIONS ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED EQUIPMENT OR MERCHANDISE. I ALSO UNDERSTAND THAT THE WALNUT CREEK CHAMBER OF COMMERCE, CITY OF WALNUT CREEK, AND SPONSORING ORGANIZATIONS ARE NOT RESPONSIBLE FOR ACCIDENT / INJURY TO ME OR MY STAFF AND I DO HOLD HARMLESS ANY OF THE ABOVE INDIVIDUALS, BUSINESSES OR ORGANIZATIONS FOR ANY AND ALL LIABILITY.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Please provide a certificate of liability insurance in the amount of \$1,000,000 per occurrence or \$2,000,000 general aggregate, naming the Walnut Creek Chamber of Commerce as additional insured.

**Please Forward to:**  
**Walnut Creek Chamber of Commerce & Visitors Bureau**  
1280 Civic Drive, Suite 100 Walnut Creek, CA 94596  
Phone 925-934-2007 FAX 925-934-2404