



Register Now

Business TradeFaire 2017

Exhibitor Booth Space

Scott's Seafood Grill & Bar
1333 N California Blvd, Walnut Creek
Monday, September 25
5:00 – 7:00 p.m.

**Walnut Creek Chamber Members
Exhibitor Booth \$295**

**Non-members
Exhibitor Booth \$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. As a new business to the area 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 look forward to being part of the East Bay Woman's Conference, Art & Wine Festival, and the TradeFaire next 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 2017
Monday, September 25 / 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: _____

Booth Fees: Early Bird Member Fee \$245.00 Early Bird Non-Member Fee \$445.00

Early Bird fees applicable to registrations received by end of day Friday, August 18, 2017.

After August 18, booth fees are as follows:

Member Fee \$295.00 Non-Member Fee \$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 September 1, 2017, 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

or Register Online at: Walnut-Creek.com, Event Registration



Guidelines

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.

General Conditions

- Each display area will include a skirted 6' table.
- Storage space is limited to under the tables.
- **Please let us know if you have an oversized (height or width) TradeFaire display.**
- **Electricity is available only if you ordered it in your registration form. If you requested electricity, remember to bring your own extension cords.**
- Any Exhibitor who sells merchandise or services from their booth, must complete and return a "Seller's Agreement" form to the Walnut Creek Chamber of Commerce two weeks prior to the event date.

Before the TradeFaire

- Exhibitor set up begins at 3:00 p.m. All exhibits must be fully constructed by 4:45 p.m.
- 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 do not obstruct the visual access of other exhibitors.
- Please keep audio equipment to a conversational level.
- Make your booth appealing to attendees. Use balloons, bright colors, three dimensional displays, contests and giveaways. An appealing booth enhances the entire TradeFaire venue.
- Help boost attendance by inviting your clients, prospects, and friends. Utilize all your social media platforms to invite attendees to your booth.

During the TradeFaire

- **All booths must be staffed from 5:00 to 7:00 p.m. Booths may not be dismantled until after 7:00p.m.**
- Have a prize drawing. This attracts people and provides you with business cards for follow-up after the show. To encourage attendees to return, hold your drawing at 6:30 p.m. and post the names of the winners at your booth.

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 Typed or Printed Clear

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