



Jefferson County Chamber of Commerce

2020 Investor To Investor Trade Fair

Wednesday, February 5th, 2019

St. Florian Event Center, 286 Luray Drive, Wintersville, Ohio
5 to 7 p.m.

Business Name: _____

Contact: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

I would like to reserve:

<input type="checkbox"/> 1 space @ \$150	Electric Needed	Yes	No
<input type="checkbox"/> 2 spaces @ \$250	Against Wall	Yes	No
<input type="checkbox"/> 3 spaces @ \$375			

Number of additional guests @ \$20 per person. _____ (Two are included in exhibit price)

Payment method: Check enclosed Please invoice me Please charge my credit card

Name on card: _____ Card# _____

Visa MC AmEx Discover Security Code (3 digit) _____ Billing Zip Code: _____

Signature: _____

- Deadline for registration is Friday, January 31st.
- Return this form via mail to the address below or fax to 740.282.6285.
- Please keep attached information sheet for details leading up to the event.
- Contact the Chamber with any questions at 740.282.6226.

Make checks payable to:

The Jefferson County Chamber of Commerce
630 Market St., Steubenville, OH 43952

Register & pay online at www.jeffersoncountychamber.com

2020 Investor To Investor Trade Fair Exhibitor Information

Wednesday, February 5th, 2020 – St. Florian Event Center, Wintersville - 5 to 7 p.m.

Trade Show Terms & Conditions

1. Exhibitor fee includes 1, 6' table, two chairs and admission for two **per space** purchased.
2. Additional employees and guests will be charged \$20 per person.
3. Exhibitors are responsible for table covering/skirting, extension cords and signage.
4. No signage is to be attached to walls.
5. Use of loud speakers, televisions, laptops, etc that distract from other exhibits is not permitted.
6. All exhibits must be confined to exhibit space to keep aisles clear.
7. Spaces are assigned on a first come, first served basis. The Chamber cannot guarantee specific locations.
8. Set up begins at noon on February 5th and exhibits must be ready by 4:30 p.m. All exhibits must be removed by 8:30 p.m. the same evening unless otherwise approved by St. Florian Event Center.
9. Exhibitors are encouraged to have a door prize drawing at their table. The Chamber will announce when it's time to draw your winners after which you may post the name at your table. Individual winners will not be announced.
10. Payment in full is due **prior to** set up. Cancellations made within 7 days of event will be invoiced total amount.
11. Deadline to reserve space is Friday, January 31st, 2020.

Make The Most of The Trade Fair!

There's a lot you can do to make a great impression and leave this year's show with solid leads and important connections. Here are a few tips for you and your employees.

- **Make your table stand out.** Keep it simple and organized but use creative ways to grab the attention of passers-by. Videos, slide shows, quick contests or clever giveaway items fit the bill.
- **Avoid food, drink and sitting.** Eating, drinking and/or sitting while working your exhibit can send the message that you don't want to be disturbed. Be discreet if you must snack or take turns with co-workers when going to the appetizer bar. And stand so that you appear approachable and friendly.
- **Have a quality door prize and giveaway items.** Both are ideal ways to get people to stop and talk for a moment, giving you the opportunity to meet a new prospect.
- **Have good, but limited, information that is easy to read.** A simple sign or presentation board with the highlights of your products and services is easier to see than literature that lays flat on the table. An individual promotional item or marketing piece that's easy to carry is more likely to be taken.
- **A quality logo is always important but especially at a trade fair.** Invest in a simple, eye catching one that conveys your business or organization's name clearly. (We have chamber members who can help!) A logo can also lend credibility and professionalism to a new and/or small business.
- **Promote your participation ahead of time and afterward on social media.** Photos and positive comments leading up to the event and during the evening show your community involvement and create buzz.
- **Follow up.** Take advantage of the business cards and names that you gather by sending a thank you note or a brochure in the days following the event, highlighting your business or organization and thanking guests for stopping by your table.