



**REGISTRATION INFORMATION**

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ Website \_\_\_\_\_  
 Primary Booth Contact Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
 Contact's Email \_\_\_\_\_ Contact Fax # \_\_\_\_\_

**VENDOR SPACE / FEES**

**\*\*Reserve and pay for your space by August 19th and deduct \$25 from your booth fee.**

**STANDARD, PREMIER & ECONOMY** booth spaces are available. See Info Sheet for details (booth sizes, location, furnishings, etc.)

Standard Booth	Members: \$425 - Non-Members: \$625	Number of Booths _____
Premier Location Booth	Members: \$550 - Non-Members: \$750	Number of Booths _____
Economy Booth	Members: \$250 - Non-Members: \$400	Number of Booths _____

Yes, I want electricity (500 watts): \$25       No, I do not need electricity.  
 Wifi is complimentary. Download speed is 22mb and upload is 5mb.

**FEE CALCULATION**

**BOOTH SPACE**  
 standard \$ \_\_\_\_\_  
 premier \$ \_\_\_\_\_  
 economy \$ \_\_\_\_\_

**UPGRADES**  
 ELECTRICITY \$ \_\_\_\_\_  
 ADD'L TICKETS @\$10 \$ \_\_\_\_\_  
**Total**  
**Registration Fee** \$ \_\_\_\_\_

**PAYMENT METHOD**

Reservations are on a first-paid, first-selection basis. You may mail a check, payable to Eugene Area Chamber of Commerce or if using a credit card you may fax your registration form.

We accept VISA/ MC/ AMEX/ DISCOVER

CC# \_\_\_\_\_ Exp. \_\_\_\_\_  
 Security Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_  
 Cardholder Name \_\_\_\_\_



If you do not receive confirmation that your registration was received by the Eugene Chamber within 72 hours, please contact Beth Tassan, 541.242.2356.

Eugene Area Chamber of Commerce  
 PO Box 1107 • Eugene, OR 97440 • Phone 541.484.1314 • Fax 541.484.4942

Visit the Business-to-Business Expo website  
[www.eugenebusinessexpo.com](http://www.eugenebusinessexpo.com)  
 for more information!

Office Use Only Booth # _____
----------------------------------

# EUGENE CHAMBER BUSINESS-TO-BUSINESS EXPO

Thursday, October 20, 2016 4:00 – 7:30pm

Lane Events Center Exhibit Hall

## Premier & Standard Booths

10' deep x 10' wide, 8' tall back wall, 3' tall sidewall, black & white drapery (\*signage not included)

1 8' table with linen/skirting (one size only); 1 chair; 1 wastebasket, complimentary WiFi

**Fifteen complimentary registrations** for booth workers and/or guests

## Economy Booths \*Smaller booth size and limited locations

10' deep x 5' wide, 8' tall back wall, 3' tall sidewall, black & white drapery

1 8' table with linen/skirting (one size only); 1 chair; 1 wastebasket, complimentary WiFi

**Seven complimentary registrations** for booth workers

**Booth Electricity:** \$25 for one outlet (500 watts). Must be ordered no later than October 1.

**Complimentary Booth Workers:** All booth workers and guests must be registered to attend the show. Send names to Beth Tassan at [betht@eugenechamber.com](mailto:betht@eugenechamber.com).

## Exhibitors are responsible for:

Extension cords/Power strips: Extension cords must be industrial 3-prong (grounded) cords. If plugging more than one item into the power supply, you must bring a power strip.

**Additional Furnishings:** You may bring in your own additional furnishings (i.e., extra chairs, tables, carpeting etc.) or they can be ordered from the show decorator, Essig Entertainment at your expense. Call (541) 345-7989.

## EXHIBITOR MOVE-IN/OUT

Exhibitor Move-in: 11:00am (No earlier, please) to 2:30pm \*\* Thursday, October 20

Fire Marshall Inspection 2:30 to 3:45pm

**Show Hours:** 4:00 – 7:30pm (all booths must be staffed during show hours)

Exhibitor Move-out: 7:30pm to 10pm (exhibits must not be dismantled before 7:30pm)

\*all materials (boxes, debris, etc.) must be removed from premises

## EXHIBITING POLICIES & REMINDERS

- **Restrictions apply to: food and beverage destruction as well as canopies and any unusual, tall or large items.**  
Contact Mary O'Neil at (541) 242-2353 for details.
- Your exhibit must stay within your purchased booth space. No company may take up aisle space or "spill over" into another booth.
- This is not a sales expo. No selling/purchasing transactions, please.
- Flyers, giveaways, activities etc. are permitted only from within your booth space.
- Exhibitors are required to wear the business expo name badges provided onsite.
- All exhibits must comply with appropriate fire regulations. Contact the City of Eugene Fire Marshall's office for more information.
- Noise level at booth must be kept below event background.

## CANCELLATION POLICY

Booth must be canceled by September 19 to receive a refund. Contact Beth Tassan at (541) 242-2356.

**Your completed booth registration indicates your agreement with these Exhibitor Policies and Procedures.**

# EXHIBITOR NEWS

EXPO Website: [www.EugeneBusinessExpo.com](http://www.EugeneBusinessExpo.com)

**Welcome Business Expo Exhibitor!**

## EXHIBITOR POLICIES AND INFORMATION:

Please review the attached "**Exhibitor Policies and Information**" sheet. It should answer many if not all of your expo questions including move in/move out times, Expo policies and restrictions. It is very important that you review and share with all representatives attending from your company. If you still have unanswered questions please contact the Chamber.

## FOOD & BEVERAGE POLICIES:

Please note: The Lane Events Center has strict food and beverage policies which apply to both the Chamber and exhibitors. Please contact us if you are hosting food and/or beverage in your booth or giving away a food and/or beverage item.

## BOOTH GIVEAWAYS & DOOR PRIZES:

Exhibitors are encouraged to provide giveaways and/or a door prize to draw attendees to their booth.

**Back by popular demand!** ... In an effort to assist in drawing attendees to your booths, the Chamber will not be seeking donations for door prizes. Instead we will promote exhibitor door prizes to help generate foot traffic to your booth. This will include a promotional email to Chamber membership listing all the exciting door prizes attendees can win. **In order to qualify for participation you need to:**

- Provide a door prize with a minimum \$100 value.
- Complete door prize form (enclosed). Must be returned to the Chamber no later than October 1 so that your door prize can be included in a special pre-event promotional email.
- Collect business cards at your booth and draw door prize winner at no later than 6:45pm the night of the event.  
Winners will be posted at the front of the hall and winners will pick up their prize at your booth or place of business following the announcement. (Winners do not need to be present to win.)
- The Chamber will provide a list of door prizes to attendees at registration. In the event you have a door prize with a lesser value you may still do a drawing but it will not be posted.

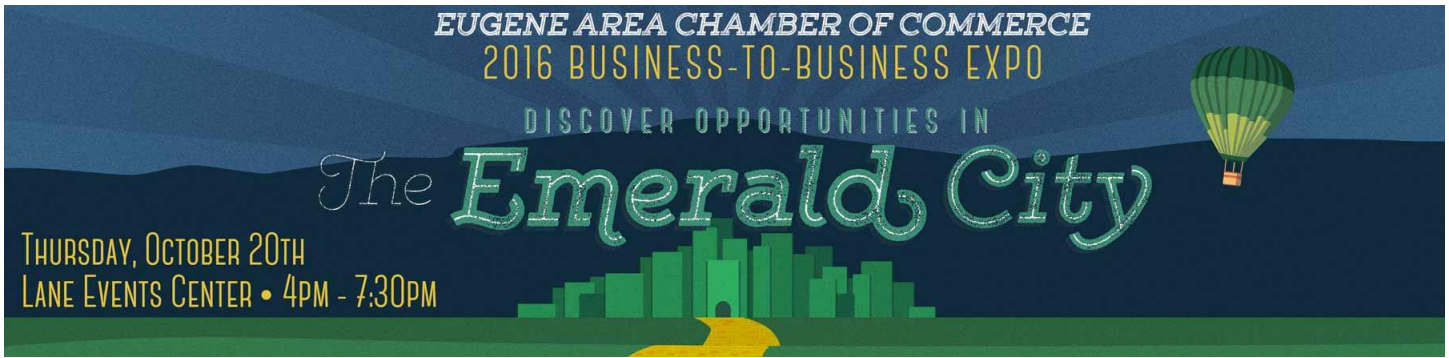
## BOOTH REPRESENTATIVES :

All booths include complimentary admissions for individuals working in your booth and/or guests to invite to the event. All booth representatives and guests must be registered to attend the show. To register complimentary booth representatives and guests please email Beth Tassan at [beth@eugenechamber.com](mailto:beth@eugenechamber.com) as soon as possible but **no later than October 1, 2016.**

## EXPO KEY CONTACTS:

Mary O'Neil  
Events Manager  
[maryo@eugenechamber.com](mailto:maryo@eugenechamber.com)  
Direct line: 541.242.2353

Beth Tassan  
Registration Manager  
[beth@eugenechamber.com](mailto:beth@eugenechamber.com)  
Direct line: 541.242.2356



## BOOTH DOOR PRIZE FORM

**PLEASE RETURN THIS FORM BY OCTOBER 1, 2016**

Please print \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

ITEM \_\_\_\_\_ Value \_\_\_\_\_

DESCRIPTION OF ITEM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This is not a donation to the Eugene Chamber.** This door prize will be given away in your booth. The form is submitted for the purpose of providing the Chamber with information about your item for an email promoting exhibitor door prizes.

Eugene Area Chamber of Commerce  
1401 Willamette St., 97401  
Phone 541.484.1314 Fax 541.484.4942  
[beth@eugenechamber.com](mailto:beth@eugenechamber.com)

