



## 2017 Business Expo

March 16, 2017

### EXHIBITOR RESERVATION FORM

Show Location:

Hotel 1620  
180 Water Street  
Plymouth, MA 02360

Welcome! Please review the information carefully and do not hesitate to contact the PACC with any questions you may have regarding the **2017 Plymouth Area Chamber of Commerce Business Expo**. Spaces are very limited and will be filled on a first come first served basis. Please make sure to complete all pages of the Reservation Forms. Incomplete forms will not be processed.

### DIRECTIONS

This form must be completed and **mailed or faxed** to the PACC's attention by **February 26, 2017**. **Payment is due IN FULL at time of reservation.**

**Set Up:** Thursday (March 16) 9:00 a.m. – 11:30 p.m.

**EXPO:** 12:00 p.m. – 5:00 p.m.

**Move Out:** 5:00 p.m.\*\*

**Show Colors:** Blue & White

**\*Booth Dimensions & Costs:** Please specify number of booths requested.

#### Chamber Members

A \_\_\_\_ 6' x 6' - \$330      B \_\_\_\_ 8' x 6' - \$375      C \_\_\_\_ 10' x 6' - \$450      D \_\_\_\_ 6' Table - \$225

#### Non-Members

A \_\_\_\_ 6' x 6' - \$535      B \_\_\_\_ 8' x 6' - \$585      C \_\_\_\_ 10' x 6' - \$650      D \_\_\_\_ 6' Table - \$450

Electricity is needed. \_\_\_\_ Yes \_\_\_\_ No    If yes, please at \$50 to your booth or table cost.

Booths include at no charge: 8' high back wall & 3' side drape; 1 skirted 6' table; 2 folding chairs; 1 wastebasket w/liner; one 7" x 44" one line Business Signage with booth number.

**\*By purchasing a booth exhibitors are required to provide a raffle prize, of at least a \$30 value, to the Business Expo.**

Booth spaces are subject to availability and placement of similar companies/products.

**\*For non-Chamber member's \$100 from booth cost can be applied to membership dues if becoming a member of the Plymouth Area Chamber of Commerce.**

### PAYMENT INFORMATION

\_\_\_\_ Check (Made payable to the Plymouth Area Chamber of Commerce) \$ \_\_\_\_\_ Total

\_\_\_\_ Credit Card (Please circle: AMEX Visa MasterCard Discover)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Please mail forms and payment to:  
Plymouth Area Chamber of Commerce, 134 Court Street, Plymouth, MA 02360

### General Terms & Conditions

- **\*\*By accepting the terms of this Business Expo agreement the exhibitor agrees to break down at the scheduled 5:00 p.m. and no earlier. If the exhibitor breaks down any time before 5:00 p.m. the exhibitor will be subject to a \$100 Early Break Down Penalty charge.**

- Any change/revision to any exhibitor booth sign, requested by the exhibitor, within 5 business days of the Expo will be assessed a \$10.00 Late Revision Fee.

- Promotional materials may only be given out from the exhibitor booth.

- Exhibitor shall be responsible to obtain any and all licenses required for the exhibit. As well as, any insurance required, naming the PACC and Hotel 1620 as additional insured, as will protect them from claims which may arise out of or as a result from the activities of the exhibitor. Neither the PACC nor Hotel 1620 shall be responsible for loss or damage occurring to the exhibit or sustained by the exhibitor from any cause. The exhibitor, if desired, must obtain such additional insurance.

- No exhibitor shall sell or distribute food or beverages of any type without the express, written consent of the PACC and/or Hotel 1620.

- If cancellation occurs within 60 days of the Business Expo the PACC will retain 50% of the entire amount paid by the exhibitor. If cancellation occurs within 30 days of the Business Expo, the entire amount paid to date to the PACC by the exhibitor shall be retained by the PACC. The retained amount shall be liquidated damages for the direct and indirect costs incurred by the PACC for organizing, setting up and providing space for exhibitor's withdrawal including reletting the space. All cancellations must be in writing.

Upon acceptance in writing of this contract by the PACC, this shall be a binding and enforceable contract. By accepting this contract, the exhibitor agrees to all terms, conditions and rules described. The PACC must have a signed agreement and payment in full at time of reservation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Name of Business (To be printed on booth sign):

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Plymouth Area Chamber of Commerce, 134 Court Street, Plymouth, MA 02360

Tel: 508.830.1620 Fax: 508.830.1621

[bob@plymouthchamber.com](mailto:bob@plymouthchamber.com)

[www.plymouthchamber.com](http://www.plymouthchamber.com)



## Raffle Instructions

As a participating vendor in the Business Expo, you are required to provide a raffle prize of **at least a \$30 value** to be given away at the Business Expo. The following are instructions and answers to frequently asked questions regarding the raffle process at the Business Expo.

Included is a **Raffle Item Form** that should be completed and returned to the Plymouth Area Chamber of Commerce by **March 5, 2017**. On it, please specify your raffle item. We would love to publicize your raffle items, so the sooner you return the forms the better!

Please contact the Plymouth Area Chamber of Commerce with any questions at 508.830.1620.

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### Raffle Instructions:

- On the day of the Business Expo each vendor should **drop off their raffle items to the Chamber of Commerce booth located inside the ballroom.**
- Raffles will be entered by business cards at the Registration Desk and winners will be announced throughout the Expo.
- Vendors have the option of doing additional raffles from their booths. Vendors will be responsible for collecting information in their booth for their raffle drawing. If vendors choose to do so, they must provide; slips/tickets for completion by attendees and a raffle bowl for drawing.
  - Vendors will be responsible for contacting the winners of these In Booth raffles. Winners of In Booth raffles will not be announced at the Business Expo.

(Please see attached **Raffle Item Form**)



## Raffle Item Form

Please complete this form and return to the Plymouth Area Chamber of Commerce by **March 5, 2017**. Please contact the Plymouth Area Chamber of Commerce with questions at 508.830.1620.

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On the day of the Business Expo each vendor should **drop off their raffle items to the Chamber of Commerce booth located inside the ballroom.**

Raffles will be entered by business cards at the Registration Desk and winners will be announced throughout the Expo.

The raffle item(s) I will be providing to the Business Expo are:

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

Please send all forms to:  
Bob Nolet  
Plymouth Area Chamber of Commerce  
134 Court Street  
Plymouth, MA 02360  
FAX: 508.830.1621

**Thank You!**