



38th Annual MERCHANTS SHOWCASE Booth Order Form Saturday, April 29, 2017

9 a.m. to 10 a.m. for businesses -10 a.m. to 2 p.m. for the public
Bess Activity Center on the campus of Three Rivers College, Poplar Bluff, Missouri

Area businesses are invited to display and/or sell programs, materials and services. The public will be registered for five (5) \$100 cash giveaways with their paid attendance (\$1 Admission). If your business or organization would like a booth, please complete this form and return with payment.
(PLEASE PRINT)

Company Name _____

Address _____

Email _____

Phone _____ Contact Person _____

Are you a Chamber Member? ____Yes ____No Will you require electricity? ____Yes ____No

What type of electrical equipment will be used in your booth? _____
(Electricity not provided for outside booths)

- Booth space is limited and will be assigned on a first-come, first-serve basis.
- The Poplar Bluff Chamber reserves the right to approve booth exhibit contents.
- **Tables and chairs WILL NOT be provided.**
- Please make checks payable to Poplar Bluff Chamber of Commerce.
- Vendors will receive a packet with booth information when they set-up.
- Vendors are allowed to drive to front door to more easily load and unload equipment.
- Vendors will receive 2 tickets to the hospitality area. (**Lunch served from 11 a.m. to 12 p.m.**)
- Please have your booth **set-up by 9:00 a.m.** to make the most of the business to business networking time.
- A **\$25 refundable deposit** will be charged. Vendors must **keep their booth up until 2:00 p.m.** and turn in survey form at the end of the event for refund of the deposit.
 - **No deposits will be returned prior to 2:00 p.m.**
- Last chance to reserve a booth is Friday, April 28, 2017. Payment due upon reservation. No refunds will be issued for booth fees.

By signing below, the signee agrees to all the rules and conditions listed above.

Signature: _____

Booth prices:

10'X10' By April 7th: \$175 for Chamber members, \$225 for non-Chamber members.

10'X10' After April 7th: \$225 for Chamber members, \$275 for non-Chamber members.

5'X8' By April 7th: \$135 for Chamber members, \$185 for non-Chamber members.

5'X8' After April 7th: \$185 for Chamber members, \$235 for non-Chamber members.

Outside:

18'X18' By April 7th: \$75 for Chamber members, \$100 for non-Chamber members.

18'X18' After April 7th: \$125 for Chamber members, \$150 for non-Chamber members.

of Booths _____ X Price of Booth \$ _____ = Total for Booths \$ _____

+ Refundable Deposit \$25.00

Complete Total \$ _____

*The Winner of our Booth Award for **Best in Show** will win a FREE booth rental for the following year!

Pay for your booth by using Eventbrite at Eventbrite.com

Mail payment to:

Poplar Bluff Chamber of Commerce,
1111 W. Pine, Poplar Bluff, MO 63901

Fax to: 573-785-1901 **Email to:** info@poplarbluffchamber.org

Credit Cards accepted. (A 3.75% fee will be added for credit card payments.)

Set Up Time: Friday, April 28th, 2 p.m. - 7 p.m.
Saturday, April 29th, 8 a.m. - 9 a.m.

Take Down Time: Saturday, April 29th, 2 p.m. – 3 p.m.

Office Use Only

Salesperson _____

Booth Number(s) _____

Special Instructions _____

Survey Returned? Yes No