

2020 Shenango Valley Home & Garden Expo Feb. 8, 2020
Presented by the SHENANGO VALLEY CHAMBER OF COMMERCE &
GREATER MERCER COUNTY ASSOCIATION OF REALTORS
10 AM-4 PM Saturday Feb. 8
Location: Avalon Golf & Country Club, Buhl Park, Hermitage

REGISTRATION CONTRACT

To get named in advertising materials, form must be completed with payment by Jan. 31, 2020

NAME OF BUSINESS _____

ADDRESS _____

CONTACT PERSON _____ **PHONE** _____

(This person will receive all future communications.) EMAIL _____

Chamber Members: Vendor Table # of Booths _____ x \$150 = _____

Non-Chamber Member: Vendor Table # of Booths _____ x \$200 = _____

Chamber Member: Vendor Table & One 15-Minute Presentation: # of Booths _____ x \$225 = _____

Non-Chamber Members: Vendor Table & One 15-Minute Presentation # of Booths _____ x \$275 = _____

Chamber Member: Vendor Table & One 30-Minute Presentation in Private Room #Booths _____ \$350 _____

Non-Chamber Member: Vendor Table & One 30-Minute Presentation in Private Room #Booths _____ \$400 _____

Signature Sponsorship: 2 Vendor Tables & 45 minute Presentation in Private Room plus Name Inclusion on all advertising materials (posters/ads/social media/press release/e-blasts) \$1000 _____

(\$100 discount for members)

(See back of form for more info about presentations: must be related to Home & Garden) Total \$ _____

EXHIBITOR NAME _____

1. Please describe the type(s) of products or literature you will display. _____
2. Do you need a table? _____ Yes _____ No *Pull-Ups Permitted but nothing pinned/attached to the wall behind*
Please note: All tables are 6 feet in length, table linens are provided for all tables. You may supply add'l coverings.
3. Do you require 110v electrical service? _____ Yes _____ No
4. Will you have merchandise for sale? _____ Yes _____ No If yes, please describe: _____
5. Please plan to have a giveaway! Let us know what you plan to giveaway & the value so we can promote it in our marketing!

No Contract will be Processed without Signature & Payment!

Payment: *Full Payment or Chamber Payment Registration must accompany every contract. No exceptions.* To get into the marketing materials, we must receive the completed contract by Jan. 31, 2020. Exhibitors signing up after Jan. 31 can't be guaranteed to be included in the marketing/advertising materials. Can use Credit Cards or make checks payable to the Shenango Valley Chamber of Commerce. **DEADLINE FOR ALL CONTRACTS** is Jan. 31, 2020.

(Reminder: Only guarantee of inclusion in marketing materials if signed up by Jan.31.)

Check Enclosed: Check Number: _____ Amount: _____

Visa/MC/Discover Card #: _____ Exp. Date: _____

Name on Card: _____ V-code: _____

Email contact for receipt: _____ Zip Code w/Credit Card: _____

Signature: _____

- I agree that my exhibit space will not exceed **six feet in width** and I agree with the terms, conditions and liability statement in this application and will exhibit in accordance with them. Please note that some booths/tables will be placed against the wall depending on location. The Shenango Valley Chamber of Commerce, Greater Mercer County Association of Realtors nor the Avalon Gold & Country Club or Avalon Holdings will be liable for any loss, damage or injury for any cause to Exhibitor, Exhibitor's Employees or Property.

Signature _____ Date _____



SHENANGO VALLEY CHAMBER OF COMMERCE & GREATER MERCER COUNTY ASSOCIATION OF REALTORS *2020 Shenango Valley Home & Garden Expo Guideliness*

- We will have two staging areas for 15-minute presentations which will be held either in the Avalon Banquet Room or the Key Largo room. A podium and microphone will be available for use. Casual seating (tables, high tops) will be available in the room. Sessions in a private meeting space will have a podium, screen, microphone, formal seating. Topic must be home & garden related and approved by organizers.
- All exhibits must be confined within exhibit space. No wall hangings or backdrops permitted. Only literature or products that fit upon or within the assigned space may be displayed. Displays **may not exceed 6 feet in width**. Please note that some booths/tables will be placed against the wall depending on location and need. Provided tables are six feet in length. Exhibitors may not bring extra tables, as all display tables will be skirted previously.
- 110v electrical outlets are limited and are distributed on first come; first serve basis. **Exhibitors must supply own extension cords.**
- Exhibitors are encouraged but not required to offer special discounts/packages/coupons of their products or services for Expo attendees. These offers should be valid for at least a month after the Expo date.
- Exhibitors may sell their products or services at the Expo but via their own register system.
- Set-up will be available beginning at 8 AM on Feb. 8, 2020.
- The exhibit hours are 10 AM to 4 PM Saturday (Feb. 8). Please have your booth completely set up by 9:30 AM Saturday Feb. 8 and be stationed at your booth prior to 10 AM. Your booth should be staffed at all times. Failure to show by 9:15 AM on Saturday (Feb. 8) will result in the cancellation of your space. Tables cannot be disassembled until after 4 PM Saturday but **must be completed** by 5 PM. **NO** early breakdowns permitted.
- **PLEASE NOTE:** Spaces are limited and reserved only upon receipt of the properly submitted payment unless previously authorized through the Chamber. Assignment of exhibit space will be based upon date of receipt & payment of the Home & Garden Expo registration contract. Absolutely **no refunds** will be given for space rentals for any reason.
- The Chamber reserves the right to allow or restrict any item for exhibition or sale in this show. The Shenango Valley Chamber of Commerce, Greater Mercer County Association of Realtors nor the Avalon Golf & Country Club or Avalon Holdings will not be liable for any loss, damage or injury of any cause to Exhibitor, Exhibitor's Employees or Property.

CALL/EMAIL Shenango Valley Chamber at (724) 981-5880/info@svchamber.com