

**SHENANGO VALLEY CHAMBER OF COMMERCE &
MERCER AREA CHAMBER OF COMMERCE
2017 Business & Recreation Expo (1st Annual)**

REGISTRATION CONTRACT

Saturday, Feb 11, 2017 from 11 AM - 3 PM

Location: Park Inn by Radisson Banquet Room

Sponsored by The Shenango Valley Chamber of Commerce & Mercer Area Chamber of Commerce

To process Early registration the information must be completed with your payment by January 31, 2017

NAME OF BUSINESS _____

(As it will appear in the program)

ADDRESS _____

CONTACT PERSON _____ **PHONE** _____

(This person will receive all future communications.) **E-MAIL** _____

*** Note: All information must be completed and returned with payment to process!**

Chamber Members: Early Registration fee paid by Jan. 31, 2017	# of Booths requested _____	x \$150.00 = _____
Registration Fee paid after Feb. 1, 2017	# of Booths requested _____	x \$175.00 = _____
Non-Members: Early Registration Fee paid by Jan. 31, 2017	# of Booths requested _____	x \$175 = _____
Registration Fee paid after Feb. 1, 2017	# of Booths requested _____	x \$200 = _____
Total \$ _____		
EXHIBITOR NAMES _____		

1. Please describe the type(s) of products or literature you will display. _____

2. Do you need a table? _____ Yes _____ No *No Backdrops Permitted!*

Please note: All tables are 6 feet in length, table linens are provided for all tables. You are permitted to supply additional coverings.

3. Do you require 110v electrical service? _____ Yes _____ No

4. Will you have merchandise for sale? _____ Yes _____ No

If yes, please describe _____

5. Do you plan to have a giveaway? If so let us know what you plan to giveaway and the value!

No Contract will be Processed without Signature & Payment!

Payment: Full Payment must accompany every contract. No exceptions. To take advantage of the discount, full payment must accompany the completed contract and must be received by Jan. 31, 2017. Exhibitors signing up after February 1, 2017 will be charged the full price for booth space. Use Visa/MC or make checks payable to the Shenango Valley Chamber of Commerce. DEADLINE FOR ALL CONTRACTS is February 6, 2017.

Check Enclosed: Check Number: _____ **Amount:** _____

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

Name on Card: _____ **V-code:** _____

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, Mercer Area Chamber of Commerce nor the Park Inn by Radisson will be liable for any loss, damage or injury for any cause to Exhibitor, Exhibitor's Employees or Property.

Signature _____ **Date** _____

**Return to: Shenango Valley Chamber of Commerce
41 Chestnut Avenue, Sharon, PA 16146 ~ Fax: (724) 981-5480 or E-mail: mandy@svchamber.com**



SHENANGO VALLEY CHAMBER OF COMMERCE & MERCER AREA CHAMBER OF COMMERCE Business & Recreation EXPO 2017 Guidelines

- 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. 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 Business Expo. Free food samples are allowed but must be previously authorized through the Chamber.
- Exhibitor's sound and light apparatus must be regulated to a point where it will not disturb other exhibitors.
- The exhibit hours are 11 AM to 3 PM. Please have your booth completely set up by 10:30 AM and be stationed at your booth prior to 11 AM, your booth should be staffed at all times. Failure to show by 10:15 AM on Saturday Feb. 11, 2017 will result in the cancellation of your space. Tables cannot be disassembled until after 3 PM but **must be completed** by 4 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 Business Expo registration contract. Absolutely **no refunds** will be given for space rentals for any reason.
- Hours for set-up will be provided in your confirmation letter. Set-up will be available beginning at 9:30 AM on Feb. 11.
- The Chambers reserve the right to allow or restrict any item for exhibition or sale in this show.
- The Shenango Valley Chamber of Commerce, the Mercer Area Chamber of Commerce nor the Park In by Radisson will be liable for any loss, damage or injury for any cause to Exhibitor, Exhibitor's Employees or Property.

CALL/EMAIL Shenango Valley Chamber at (724) 981-5880/info@svchamber.com
CALL/EMAIL Mercer Area Chamber at (724) 662-4185/mercerchamber@zoominternet.net