



Brunswick-Golden Isles Chamber of Commerce's 2017 Business EXPO

Thursday, March 9
Jekyll Island Convention Center

Catering Partner Guidelines

Catering Partners are an important component of making the 2017 Business EXPO a success, and participation provides valuable exposure for your business in exchange for providing food at the event. As a Catering Partner, you will receive:

- Six (6) EXPO tickets
- Two (2) exhibitor booth spaces for displaying business information and showcasing signature food tastings. Catering booths will be placed strategically throughout the exhibitor space.
- Name on pre-event marketing materials
- Recognition during event and on post-event thank you announcements

Catering Partners agree to provide hors d'oeuvres or small portion food tastings for attendees from 4:00-8:00 PM. An estimated 800 attendees are expected for the event, which is primarily a networking and business information exchange event. The supply of food will be shared by all Catering Partners to all attendees, and we rely on your expertise to gauge what quantity to bring.

All Catering Partners must provide a list/menu of what they plan to serve. The Jekyll Island Convention Center ("JICC") requires this of all Catering Partners. **Please provide to us by Thursday, March 2nd.**

Food must be ready to serve upon arrival. There will be NO access to the JICC kitchen during the tradeshow. Catering Partners must bring their own warmers, cutlery, plates, napkins and serving utensils.

No Grease or Popcorn Machines are permitted.

If an electric skillet is needed, power must be ordered in advance, at a rate of \$54 (10 amps) or \$80 (20 amps), which is a tax-inclusive fee NOT included in the sponsorship.

If using a warming mechanism, such as Sterno or anything with an open flame, you are required by the JICC to have an ABC Fire Extinguisher inside your booth, tagged with a valid inspection date.

The Business EXPO begins at 4:00 PM and ends at 8:00 PM. Exhibitor set up will begin at 10:00 AM until 3:30 PM. Cash bars will be available during the event after 4:00 PM.

We look forward to having you partner with us at the 2017 Business EXPO! Questions? Please contact Debbie Banks at dbanks@bgicoc.com, or call 912-265-0620. Registration Form is on next page.



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Catering Partner Sponsorship Registration Form

The perfect way to showcase your signature food items to the business community and attendees!

In exchange for providing hors d'oeuvres for trade show attendees from 4:00-8:00 PM, your business will receive:

- Six (6) Business EXPO tickets (\$60 value)
- Two (2) Exhibitor Booths (\$600 value) for display of business information and presentation of food
- Name on all marketing materials as a Catering Sponsor
- Recognition at trade show during event announcements
- Recognition in post-event thank you's

COMMITMENT FORM:

Please print legibly and list exactly how you should appear in print/electronic publications.

Business Name: _____

Contact Name/Title: _____

Contact Email: _____

Business Phone#: _____ Cell Phone#: _____

Address: _____ City/ST/ZIP _____

NOTE: Electricity must be purchased in advance from JICC. You must bring your own extension cord. Please indicate what electricity usage you will need:

_____ 10 amps @ \$54 (tax inclusive)

_____ 20 amps @ \$80 (tax inclusive)

Credit Card#: _____ Exp. Date: _____ CVV: _____

Name on Card (if different from contact above): _____

Signature: _____

Please return this completed form to Debbie Banks: dbanks@bgicoc.com, or fax: 912-265-9460, or mail:
Brunswick-Golden Isles Chamber of Commerce, 1505 Richmond St, 2nd Floor, Brunswick, GA 31520.

Thank you for supporting the 2017 Business EXPO!