



BUSINESS TRADEFAIRE 2019 EXHIBITOR BOOTH SPACE

Scott's Seafood Grill & Bar

1333 N California Blvd., Walnut Creek

Tuesday, September 24

5:00 – 7:00 p.m.

**Walnut Creek
Chamber Members
Exhibitor Booth \$295**

**Non-members
Exhibitor Booth \$495**

**Sell and Exhibit Your Products, Services,
and Technologies**

Showcase Your Company to New Markets

Increase Awareness of Your Company

**Generate New Leads
Evaluate Your Competition**

**Network with Other Businesses
and Community Members**

**Help Promote Shopping Locally
and Keeping Our Economy Strong**



“The best way to get in front of the community - excellent attendance with lots of good local business people represented. We participate with a booth at every Chamber event.”

Waters Moving & Storage, Inc.

Admission is FREE to the Public ~ Free Valet Parking ~ Hors d'oeuvres

BUSINESS TRADEFAIRE

General Conditions & Guidelines

- Each display area will include a skirted 6' table.
- Storage space is limited to under the tables.
- Exhibitors supply all materials to decorate and construct their booth.
- Signage may be affixed to easels or skirting. Taping / stapling signage to walls or objects that may puncture floors are not allowed.
- Please let us know if you will be bringing an oversized (height or width) display.
- Electricity is available only if you ordered it in your registration form. If electricity is requested, please bring your own extension cord.
- Exhibitor set up begins at 3:00 p.m. All exhibits must be fully constructed by 4:45 p.m.
- All booths must be staffed from 5:00 to 7:00 p.m. Booths may not be dismantled until after 7:00p.m.
- Any Exhibitor who sells merchandise or services from their booth, must complete and return a *Seller's Registration Agreement* form to the Walnut Creek Chamber of Commerce two weeks prior to the event.

Exhibitors agree to hold Chamber harmless of, from, and against all claims, damages, losses, costs, liabilities, expenses and judgments recovered from or assessed against the Chamber due to injury or damages to person or property.





Walnut Creek Chamber of Commerce & Visitors Bureau
BUSINESS TRADEFAIRE 2019

Tuesday, September 24 | 5:00 — 7:00pm

Scott's Seafood Grill & Bar

1333 N California Blvd, Walnut Creek

Company: _____

List my company in promotional materials as: _____

Contact Name: _____

Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Member Booth Fee: \$245 **Non-Member Booth Fee: \$495**

Will you need electricity at your booth? _____

Do you have a large / oversized TradeFaire display? _____
(Size and description)

Preferred Method of Payment: Online at Walnut-Creek.com, Event Registration

Other Methods of Payment: Credit Card - Check

Credit Card Number: _____ Expires: _____

3 digit security code on back of credit card: _____ Total to be charged: \$ _____

Name on the credit card: _____

Credit card billing address including zip code: _____

Signature: _____ Date: _____

Cancellation Policy: After payment received, 50% refund will be applied through August 30, 2019. After August 30, 2019, booth fee is non-refundable.

IMPORTANT: If you will be selling products or services from your exhibitor booth, complete and return a **Seller's Registration Agreement** two weeks prior to the event date as required by the State Board of Equalization.

Return registration and payment to:

Walnut Creek Chamber of Commerce & Visitors Bureau

1280 Civic Drive, Suite 100, Walnut Creek, CA 94596

Phone: (925) 934-2007 Fax (925) 934-2404 chamber@walnut-creek.com

or Register Online at: Walnut-Creek.com, Event Registration

TradeFaire Exhibitors

If you will be selling from your exhibitor booth , you must complete and return this agreement to the Walnut Creek Chamber of Commerce & Visitors Bureau. Per the State Board of Equalization, no money is allowed to change hands at this event without a Seller's Registration Agreement.

Seller's Registration Agreement

Form Must Be Legible | Typed or Printed

Name of Business: _____

Exhibitor Contact Name: _____

Merchandise to be sold: _____

Phone: _____ **Cell Phone:** _____

FAX: _____

Federal Tax ID # _____

Federal Tax ID # listed as: _____

Seller's Permit # _____

I UNDERSTAND THAT THE WALNUT CREEK CHAMBER OF COMMERCE, CITY OF WALNUT CREEK, AND SPONSORING ORGANIZATIONS ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED EQUIPMENT OR MERCHANDISE. I ALSO UNDERSTAND THAT THE WALNUT CREEK CHAMBER OF COMMERCE, CITY OF WALNUT CREEK, AND SPONSORING ORGANIZATIONS ARE NOT RESPONSIBLE FOR ACCIDENT / INJURY TO ME OR MY STAFF AND I DO HOLD HARMLESS ANY OF THE ABOVE INDIVIDUALS, BUSINESSES OR ORGANIZATIONS FOR ANY AND ALL LIABILITY.

Signature: _____ **Date** _____

Please provide a certificate of liability insurance in the amount of \$1,000,000 per occurrence or \$2,000,000 general aggregate, naming the Walnut Creek Chamber of Commerce as additional insured.

Please Forward to:
Walnut Creek Chamber of Commerce & Visitors Bureau
1280 Civic Drive, Suite 100 Walnut Creek, CA 94596
Phone 925-934-2007 FAX 925-934-2404