



Presented by the
**Walnut Creek
Chamber of Commerce
& Visitors Bureau**
In conjunction with
**John Muir Health
&
Stanford Children's Health**

Monday, March 2, 2020

San Ramon Marriott

8:00am — 5:00pm

Extraordinary Exhibitor Opportunity

- Access to nearly 600 women who are the leaders and decision-makers in their business and communities
- Business listing in full color EBWC program
- Business listing and website link on Chamber website and eblasts

Exhibitors at the Conference offer a wide range of products and services meaningful to women. Exhibitors will have the opportunity to make profitable new business contacts, sell goods and services, present new products, educate decision-makers and fulfill entrepreneurial outreach, diversity, and recruitment programs. Various Conference events, including book signings, are planned in the exhibit hall in order to facilitate traffic flow and increase networking.



"600 powerful women who enjoy shopping. What's not to like? The best part is these women continue to be my customers at my flagship online store.

Patti Lee-Hoffmann
Founder, Flutter Eyewear

"If you want to gain exposure for your company, a booth at the East Bay Women's Conference is a great choice! Having the opportunity to showcase my products and services at the event to over 500 influential women has been not only a wonderful experience, but a profitable choice as well."

Ann Wilber
Apropos Promotions, LLC

"Hands down, one of the best events I have ever hosted. The women were excited to be there and were very engaging in conversation. They were eager to share their contact information without hesitation. I had the opportunity to connect with several leads and was inspired by many attendees who were involved in community volunteer work. Can't wait until next year!"

Teresa Zocchi
Teresa Zocchi Real Estate Team



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Exhibitor Guidelines

General Conditions

- Each display area will include a skirted 6' table. Storage space is limited to under the tables.
- If you requested electricity, remember to bring your own extension cord and power strip.
- Per the State Board of Equalization, any exhibitor intending to **sell merchandise or take payments** from their booth space must complete and submit the attached Seller's Agreement to the Walnut Creek Chamber of Commerce & Visitors Bureau.
- Booth fee **does not** include a seat reservation to the EBWC. A monitor will be located in the exhibit hall so you may enjoy the speaker presentations.
- Exhibitors agree to hold the 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.

Before the Women's Conference

- Exhibit hall set up begins at 6:00 a.m. and must be fully constructed by 7:30 a.m.
- Exhibitors must supply their own signage, promotional materials, easels, props, prizes, drawing containers, and anything else used in your booth. You may affix signs and items to easels or skirting, but not to walls. Please do not obstruct the visual access of other displays.
- Make your booth appealing to attendees. Use balloons, bright colors, three dimensional displays, contests and giveaways. These touches add to your booth and to the overall ambiance of the Women's Conference.



During the Women's Conference

Someone must be in your booth at all times between 7:30 a.m. and 4:30 p.m. Turn all audio equipment to conversational levels. This will make it easier for people to talk with you.

Close of the Women's Conference

Please wait until 4:30 p.m. before dismantling your booth. Starting earlier will discourage people from visiting your booth or those near you.

After the Women's Conference

We encourage you to immediately follow up on the contacts you made. People will remember you better the next day rather than the next week. Send thank you notes to everyone who stopped at your booth. The more contact you make with a person, the greater your chances of doing business.



For more information about registration, exhibitor booths and sponsorship opportunities, please contact:

Marcie Hochhauser, Senior Vice President
Walnut Creek Chamber of Commerce
& Visitors Bureau
(925) 934-2007; mhoch@walnut-creek.com.

Or

go to the Chamber's website at
www.walnut-creek.com and click on
East Bay Women's Conference



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Extraordinary Exhibitor Opportunities

- Reach a demographic of affluent, highly educated East Bay professionals and community members.
- Network and establish valuable personal and business contacts with dynamic women representing many aspects of life in the East Bay.
- Interact with leaders in community, political, and business arenas.
- Exhibitor business listing in full-color program

Exhibitor Booth and Fees

- Exhibit in association with the Walnut Creek Chamber of Commerce an organization known for its professional, well-run events
- Booths include 6-foot skirted table with access to electricity upon request
- Complimentary Wi-Fi on request
- \$450 Walnut Creek Chamber of Commerce members
- \$595 Non-members

Exhibitor Registration

Company: _____ Contact Name: _____

Address: _____

Work Phone: _____ Cell Phone: _____ Email: _____

Women's Conference Booth: \$450.00 Chamber Member ☐ \$595.00 Non-Member ☐

Will you need electricity? ☐ Request Wi-Fi ☐

Business listing in conference program (if different than above) :

List my business as _____

Full business address OR web address _____

_____ Phone number _____

Preferred method of payment: Online registration from Walnut-Creek.com, Event Registration

Method of Payment: Check ☐ Credit Card ☐

Credit Card Number: _____ Expires: _____ 3 digit security code: _____

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; after January 30, 2020, the booth fee is non-refundable.

Please return registration and payment to: chamber@walnut-creek.com

Walnut Creek Chamber of Commerce & Visitors Bureau
1280 Civic Drive, Suite 100, Walnut Creek, CA 94596





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Seller's Registration Agreement

Exhibitor Contact Name: _____

Merchandise to be sold: _____

Phone: _____ **Cell Phone:** _____

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
chamber@walnut-creek.com