



2024 Queen Anne's County Chamber of Commerce Business and Home Expo General Information

Wednesday, March 6th, 2024, Kent Island Volunteer Fire Department, Chester, MD

11:00a.m.-3:00p.m. - Booth Setup
3:00-7:00pm Business and Home Expo open to the Business Community and Public
7:00p.m.-8:30p.m. Breakdown
(These times are subject to change)

In following our mission to "enhance the quality of life and well-being of our unique county," the Queen Anne's County Chamber of Commerce will be hosting a Business and Home Expo this Spring at the Kent Island Volunteer Fire Department. The purpose of this Expo is twofold. First, the Chamber wants to bring businesses together to meet each other and make connections. Second, the Chamber will be extensively advertising this expo to the general public, to educate them on what businesses are available right here in their own "backyard." We hope you will join us in this effort to unite businesses and consumers on this very special day.

Premium Sponsor \$1,000.00

- Booth in prime location (Please fill out the Exhibitor Contract Form in addition to this form)
- Logo in all advertisements and printed material
- Banner with logo displayed at expo
- Recognition in Directory

Elite Sponsor \$500.00

- Booth (Please fill out the exhibitor Contract Form in additional to this form)
- Logo in printed program
- Banner with logo displayed at expo
- Recognition in Directory

Sponsor \$250.00

- Logo in printed program
- Recognition in Directory

Company Name_____ Contact Person_____

Address_____

City/State/Zip_____

Business Phone_____ Fax_____

www._____ Email_____

Authorized Signature_____ Date_____



**The Expo is Coming!
Wednesday, March 6th, 2024**

**2024 Queen Anne's County Chamber of Commerce
Business and Home Expo**

We're excited to announce that registration is now open for the 2024 Queen Anne's County Business & Home Expo.

Firstly, each booth will have a 6' by 6' layout and will come equipped with a 6' table, complete with a tablecloth. If you prefer to use your own table covering, you can indicate this choice on the registration form and opt out of the provided cloth.

Secondly, due to the high demand for electricity, there will be a nominal fee of \$35 for those requiring electric service.

Thirdly, to minimize costs and reduce waste, four name tags will be included with your booth registration.

Lastly, to enhance the event's appeal and draw in more visitors, we kindly request that you inform us if your company is open to accepting resumes or job applications on the day of the event. You'll find a checkbox for this option on the enclosed registration form.

We eagerly anticipate your participation in this year's event and hope it will be the best one yet.

Sincerely,

Linda Friday
President, QAC Chamber of Commerce

P.S. Don't forget to also look at our exciting sponsorship opportunities as well!



2024 Business and Home Exhibitor Contract
Wednesday, March 6th

Company Name _____ Contact Person _____

Address _____

City/State/Zip _____

Business Phone _____ Fax _____

www._____ Email _____

Authorized Signature* _____ Date _____

*By signing this you state that you have read and agree to all of the terms and conditions set forth on the TERMS AND CONDITIONS OF AGREEMENT page.

Expo Booth Rental Includes:

- One table with tablecloth (a 6' table for 6' x 6' space)
- Your business name and contact information listed in the program that will be distributed to all attendees
- A database of all businesses present at the Expo
- Recognition in Directory
- Use of the Expo logo to use in promoting the Expo to your customers/clients.
- Tickets to Expo (for you to give to your clients/customers) to participate in Prize Drawings

Please check all that apply to your business:

Our booth needs access to electric (additional charge of \$35.00 on a first come first reserve basis)
 We do not need a table as we have our own stand alone booth
 Accepting applications/resumes for employment

The Chamber will provide name tags to those working your exhibit please provide their names below:
(4 are included with your booth registration, please see below page. Please list additional names below)



2024 Queen Anne's County Business and Home Expo Terms and Conditions of Agreement

Occupancy & Space

- Set-up may take place from 11 AM to 3:00 PM on the day of the Expo, Wednesday, March 6th.
- Chairs are not furnished.
- Booths are to be maintained until 7:30 PM. Booths may not be dismantled prior to the close of the show. Violators of this policy will not be guaranteed exhibit space the following year.
- Exhibits are limited to contracted exhibitors only. Sub-leasing, sharing with or representing and distribution of materials for other businesses is prohibited.
- All exhibits must be broken down and removed by 8:30 PM on March 6th.
- Exhibits must be confined to space allocated. Circulars, publications, advertising matter, and all kinds of promotional giveaways may be distributed only within the table space (i.e. you may not stand at the entrance or anywhere on the property and distribute information other than your booth. Cars in parking lots are also not to have materials left on them.) Nothing shall be posted, nailed, tacked, screwed, or otherwise attached to the walls, floors or other parts of the building or furniture, signs, etc.
- 6' x 6' booths may have no more than one table, which is provided.

Electric

Electric supply is limited and must be purchased for \$35.00. Vendors are responsible for providing their own extension cords.

Cancellation

An exhibitor may cancel by notifying the QAC Chamber of Commerce in writing on or before February 16th. The exhibitor will be refunded 50% if the request to cancel is received by this deadline. If the cancellation is received after the deadline, no refund will be issued.

No animals/pets will be authorized on the grounds of The Kent Island Volunteer Fire Department.

Selling your products/service is permitted and encouraged!!



QTY	Cost Each	Item
	\$395	6'x 6' Booth Early Bird (QAC Chamber Members Only) Registration and payment received by January 26th, 2024
	\$445	6'x 6' Booth Regular (QAC Chamber Members Only) Registration and payment received by February 16th, 2024
	\$250	Non Chamber Member Surcharge
	\$35	Booth Electricity (LIMITED)
		Please list the names of additional reception attendees:
	\$	TOTAL (Please make checks payable to Queen Anne's County Chamber of Commerce) Booth reservations will not be registered until payment is received. Credit Card (please circle one) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex Card No.: _____ CVS _____ Card Holder Name: _____ Expiration Date: _____

Please email or fax the COMPLETED form and PAYMENT to:

QAC Chamber of Commerce

Fax number: 410-643-8477

Email address: business@qacchamber.com

QAC Chamber of Commerce P.O. Box 511 Chester, MD 21619