



EXPO @ the Expo

Wednesday, May 10, 2017

Join us!

- 130+ exhibitors and thousands of attendees
- Promoted by the Chamber via e-Flyers, Good Morning SLO, www.slochamber.org, and social media
- External media promotions include advertising in The Tribune, Tolosa Press, KSBY commercials, radio spots and print publications
- The largest business Expo on the Central Coast from San Jose to N. Los Angeles County
- All exhibitors will receive a spreadsheet with all the business card contact information collected at the EXPO entrance



Exhibitor Space: Reserve your booth space before we sell out

Yes, sign me up for the same space as last year, if available

Company Name: _____ Contact Person(s): _____

Phone #: _____ Email(s): _____

2017 Booth Space Options:

- Front of Expo, Auto/Open Space - \$350/space or vehicle
- 6' x 6' exhibit \$445 Table Size (no charge): 4' or 6' or No table White table cloth included (no charge)
- 8' x 8' exhibit \$525 Table Size (no charge): 4' or 6' or No table White table cloth included (no charge)
- 8' x 10' exhibit \$610 Table Size (no charge): 8' or No table White table cloth included (no charge)
- 10' x 10' exhibit \$655 Table Size (no charge): 8' or No table White table cloth included (no charge)
- 12' x 15' exhibit \$975 Table Size (no charge): 8' or No table White table cloth included (no charge)

Chairs are available for your EXPO space (no charge)

Interested in EXPO sponsorship opportunities, not listed here

Do you need electricity for your space? (add \$25 per booth) Yes No

Would you like to include promotional material, inserted in the EXPO giveaway bags? (add \$145) Yes No
750 flyers/info material must be delivered to the Chamber office by May 3, 2017 for bag insertion

Total amount due: \$ _____

Options: Ask about an EXPO booth space discount if you are a food/wine vendor planning to serve samples
Let us know if you would like to make payments on your EXPO booth

Registration:

You must submit payment for a minimum of 50% of your booth space now. You will be invoiced for any remaining balance before May 1, 2017.

Everyone is welcome to attend, but all exhibitors must be current SLO Chamber members in good standing.

Pay By Check:

San Luis Obispo Chamber of Commerce Services, Inc.

Attn: Jill LeMieux

895 Monterey Street, San Luis Obispo, CA 93401

Fax: 805-543-1255

Pay By Credit Card:

The Chamber accepts VISA, MasterCard, or American Express. Please fill out the SLO Chamber credit card authorization form and send both the form and application to Lori Silva, lori@slochamber.org. Contact Phone: (805) 786-2772 or (805) 781-2777.

Rules & Regulations:

Booth space must be paid in full by Monday, May 1, 2017

Cancellations made less than 45 days in advance are subject to a cancellation fee. Cancellation fee is based on booth cost. See cancellation chart below:

Days in Advance of EXPO	45+ days	26-44 days	16-25 days	0-15 days
% Refunded	100%	50%	25%	0%

Outdoor vendor space should include festive, eye catching decorations, such as balloons or free standing banners. Please keep in mind the wind may be an issue at this venue and any display material or decorations will need to be properly secured.

The Chamber supplies the inside booth space to each paid vendor and will supply up to two chairs, one table and a tablecloth upon request. Pop up tents are not permitted inside the Expo Center without the appropriate fire retardant information tags attached.

Participants must supply all other materials and supplies such as extension cords, garbage bags, containers, exhibit materials, decorations, etc. 'S' hooks are recommended for hanging items to pipe and drape back drop.

Participants must keep all booth materials inside designated booth space. Please do not breakdown your booth space before 8 pm. We want all attendees to be able to see everything before the official close of Expo.

There will be designated loading/unloading zones. 15 minute maximum parking in loading zone for set up.

Set-up and tear-down is on the day of the show only. Set-up begins at 10 am and must be complete by 2:30 pm. Tear-down begins immediately following the show and must be completed by 9:30 pm.

Decorations to avoid at Expo Center. . . .decorations can be affixed to the walls, structures or floor of the Expo Center. No confetti, rose petals, glitter, rice or other small decorative materials items may be used.

If you plan on serving alcohol in your booth it must be approved by Chamber staff in advance and under contract with the Madonna Expo center.

The only tape that can be used on the floor of the Expo center is painters tape.

The attendee list provided to all EXPO exhibitors is not to be shared with other companies, subcontractors of your company, people outside of your organization or with others not associated with the SLO Chamber Expo.

Having a great time for exhibitors and guests is essential!

_____ *Initial here for agreement and understands of all rules & regulations*

CREDIT CARD AUTHORIZATION FORM

Cardholder Name: _____

Cardholder Address: _____

As it appears on your credit card statement

Cardholder Phone: _____

Credit Card Type: American Express Master Card Visa

Credit Card Number: _____

CID Number _____ Expiration Date: _____ Amount to be charged: \$ _____

Cardholder's Signature: _____ Date: _____

**If you would like a receipt emailed to you,
please indicate your email address: _____**

Participating credit card companies are now requiring a billing address and phone number for FRAUD PREVENTION. All information MUST be provided. Thank you for your cooperation!

If using your credit card for payment, please return this Authorization Form to:

San Luis Obispo Chamber of Commerce

Attn: Member Services

895 Monterey Street

San Luis Obispo, CA 93401

Or by Fax or email to: (805) 543-1255 or jill@slochamber.org