

BUSINESS EXPO @THE EXPO

MAY 16, 2018

SAN LUIS
OBISPO
CHAMBER
of
COMMERCE

THE CENTRAL COAST'S LARGEST BUSINESS TRADE SHOW

Presented by the San Luis Obispo
Chamber of Commerce

Wednesday, May 16, 2018 • 4-7 PM

Alex Madonna Expo Center
100 Madonna Road, San Luis Obispo

OVER 140 EXHIBITORS FROM 5 CHAMBERS

Present your business card
for free admission

\$5 admission charge
for non-business individuals



SUPERHEROES

Major sponsor:



MADONNA INN



For more information about attending EXPO or reserving an exhibitor space, go to www.slochamber.org or call (805) 781-2777



You ask, we answer!

Why is there a theme each year?

We are serious about business, and we like to have fun doing it. An Expo theme is a long standing tradition and it is a great way to build team enthusiasm and energy and show off your fun side.

Is it necessary to decorate or incorporate the theme into my space?

Only if you want to! We want you to make your space your own. Create something that best represents your business and showcases your services. You don't have to spend a lot to make a big impact. Do what works for you and fits your business style.

Why does set up have to be done so early?

We ask that all booth set up be completed by 2:30 pm so we may start the internal networking. There are a 130+ businesses present so a good strategy is to have someone in the booth space and another person out on the floor to maximize the networking opportunity before the doors open to the public.

Are give away items required?

Not at all. The first thousand attendees will receive a free tote, but exhibitors are not required to fill it. People like to have information to remember you or your business once they are back at work, but that could be as simple as a business card.

How many samples should food or drink vendors provide?

If you have been pre-approved to give away samples at EXPO, a good rule of thumb is to provide one sample for every 2-3 people in attendance. There are typically thousands of attendees so plan on just over 700 small samples. Alcohol samples must be limited to (3) 1 oz. pours.

What are hours of set up and take down?

Doors open at 10:00 am for set up. Internal networking starts at 2:30 pm and doors open to the public at 4 pm. EXPO ends at 7 pm and we can not have any take down occur before 7:05 pm. Everything must be out of the Expo space by 9.30 pm. Exhibitors will have a dedicated parking lot, to the rear of the Expo building.

For additional information or to download registration forms: please visit slochamber.org/events/expo-at-the-expo or call (805) 781-2777.

EXPO @ the Expo



Wednesday
May 16, 2018

4 - 7 pm

Super Heroes & Villains

2018 will be a **MEGA EXPO** with
a multi-Chamber collaboration!

Exhibitor Space: Reserve your booth space before we sell out

Yes, sign me up for the same space as 2017, if available

Company Name: _____ **Contact Person(s):** _____

Phone #: _____ **Email(s):** _____

2018 Booth Space Options:

- Front of Expo, Auto/Open Space - \$370/space or vehicle
- 6' x 6' exhibit \$470 Table Size (no charge): 4' or 6' or No table White table cloth included (no charge)
- 8' x 8' exhibit \$550 Table Size (no charge): 4' or 6' or No table White table cloth included (no charge)
- 8' x 10' exhibit \$640 Table Size (no charge): 8' or No table White table cloth included (no charge)
- 10' x 10' exhibit \$690 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)

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

Expo bag logo sponsorship: includes your logo on Expo giveaway bags + free bag inserts, (add \$375) Yes
space is limited, for exhibitors of EXPO only

Would you like to include promotional material, inserted in the Expo giveaway bags? (add \$145) Yes
750 flyers/info material must be delivered to the Chamber office by May 4, 2018 for bag insertion. For exhibitors of EXPOP only

Total amount due: \$ _____



Registration:

To reserve your spot for the 2018 Mega EXPO you must submit your registration form and by May 10, 2018. or before we are sold out on space.

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

We can split the cost of EXPO into multiple payments, call or email Lori Silva for details, lori@slochamber.org or (805) 786-2772.

Pay By Check:

San Luis Obispo Chamber of Commerce Services, Inc. Attn: Membership Services
895 Monterey Street, San Luis Obispo, CA 93401

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:

Exhibit space must be paid in full by Monday, May 10, 2018

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 7 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 may not 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.

Companies/organizations may not share booth space. You may request to be next to a specific company or partner.

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.

Register early to be included in the promotional ads and material.

Having a great time for exhibitors and guests is essential!

_____ *Initial here for agreement and understanding 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 email to jill@slochamber.org