

EXPO @ the Expo

Wednesday, May 17, 2023

Exhibitor Space: Reserve your 2023 booth space before we sell out!

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

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

Business Mailing Address: _____

2023 Booth Space Options:

☐ Front of Expo, Single Auto/Open Space—\$400 (these spaces are for exhibitors with outdoor elements only)

☐ 6' x 6' exhibit \$495 Table Size (no charge) ☐ 6' or ☐ No table White table cloth included (no charge)

☐ 8' x 8' exhibit \$575 Table Size (no charge): ☐ 6' or ☐ 8' or ☐ No table White table cloth included (no charge)

☐ 8' x 10' exhibit \$650 Table Size (no charge): ☐ 8' or ☐ No table White table cloth included (no charge)

☐ 10' x 10' exhibit \$695 Table Size (no charge): ☐ 8' or ☐ No table White table cloth included (no charge)

☐ 12' x 15' exhibit \$995 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 \$395) ☐ Yes

Would you like to include promotional materials, inserted in the Expo giveaway bags? (add \$195) ☐ Yes

500 flyers/info material must be delivered to the Chamber office by May 5, 2023 for bag insertion. Must be an exhibitor at EXPO to take advantage of the logo and/or bag inserts.

Total amount due: \$ _____

Registration:

To guarantee your registration and first right of renewal on your favorite spot, you must submit your registration form and 100% of payment for your booth space by **April 7, 2023**.

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

The cost of EXPO can be split into multiple payments. Please call or email Lori Silva, Member Accounts Manager for details at lori@slochamber.org or (805) 786-2772.

Pay By Check:

San Luis Obispo Chamber of Commerce
895 Monterey Street, San Luis Obispo, CA 93401

Pay By Credit Card:

The Chamber accepts VISA, MasterCard, Discover 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 before EXPO.
- 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, and decorations. 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 p.m. 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 a.m. and must be complete by 2:45 p.m. Tear-down begins immediately following the show and must be completed by 9:30 p.m.
- 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 promotional ads and material.
- Having a great time for exhibitors and guests is essential!

 Initial here for agreement and understanding of all rules & regulations



Get ready for EXPO 2023!

It's going to be Magic!

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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.

This year the theme is Magic!

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 2:45 p.m. so we may start the internal networking. There are a 100+ 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 750 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? 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) one ounce pours.

What are hours of set up and take down?

Doors open at 10 a.m. for set up. Internal networking starts at 2:45 p.m. and doors open to the public at 4 p.m. EXPO ends at 7 p.m. and we can not have any take down occur before 7:05 p.m. Everything must be out of the Expo space by 9:30 p.m. Exhibitors will have a dedicated parking lot, to the rear of the Expo building.



CREDIT CARD AUTHORIZATION FORM

Cardholder Name: _____

Cardholder Address: (as it appears on your credit card statement, including zip code)

Cardholder Phone: _____

Credit Card Type:	<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover

Credit Card Number: _____

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

Cardholder's Signature: _____ Date: _____

If you would like a receipt emailed to you,
please list your email address here: _____

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 by mail to:

San Luis Obispo Chamber of Commerce
Attn: Membership Department
895 Monterey Street
San Luis Obispo, CA 93401-3222