

# 22nd Annual Grand Marketplace Expo

Tuesday, April 6, 2010

4:00 - 7:30 PM

Holiday Inn Southwest Viking Conference Center

## Exhibitor Booth Information

The Grand Marketplace Expo is the perfect opportunity to display your products and services to hundreds of new customers. You also demonstrate your company's commitment to helping improve our community's economic vitality and quality of life. Promote your business by exhibiting at this exciting annual event.

### Schedule of Events:

4 - 5:30 pm                      Members Only Preview (Chamber members and guests only)  
5:30 - 7:30 pm                   Exhibits open to general public

### Booth Prices:

*Chamber members -- \$175                      Non-Chamber members-- \$275*  
*Double booth -- add \$100                      Electric -- add \$30\**  
*Business Card ad in Expo Program - add 35\*\**

*\* Electricity Information: single 120 watt, 20 amp outlet - first-come, first-served.) If you have high electric needs, you MUST contact the Chamber so we can determine where best to place your booth to minimize any fire hazard. Although food vendors do not pay booth fees, if you require electricity, you will be charged \$30. Please fill-in the Exhibitor Contract and submit payment.*

*\*\*You must include a business card with your contract.*

### NEW in 2010:

Submit your signed contract with payment by **January 31, 2010** for premium booth placement.

### How to Register:

Complete the attached contract and submit payment to register for a booth. Even food vendors MUST complete the contract, whether you require electric, or not. ***Contract must be returned, signed and include payment by March 23, 2010 to be included in the Expo.*** You can register for a booth and silent auction on the same contract. Restaurants and food vendors who will provide samples and NOT be selling food or drink can exhibit free of charge. ***Although food vendors do not pay booth fees, if you require electricity, you will be charged \$30. Please fill-in the Exhibitor Contract and submit payment.*** Food vendors limited to the first 10 to apply. Call Gina at the Chamber for more information.

### Information You Need to Know:

Exhibitor booth locations will be assigned by the committee. The Chamber reserves the right to change booth location up to show time. Each exhibitor's space includes one cloth-covered 8' table (double booth has two 8' tables) with wireless internet access. **Because of limited lighting in some areas, you may wish to bring additional lighting for your exhibit space (see above to add electric).** Set-up may begin at 12:00 pm, and booth must be set up by 3:30 p.m. or your booth will be given away and money not refunded. Exhibitors may not dismantle booth until Expo is over at 7:30 p.m. and must be concluded by 9:30 p.m. You may bring your booth materials through either entrance of the Holiday Inn, although the back door is closer to the ballroom.

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## Exhibitor Contract

### General Information:

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment:

Booth cost \$ \_\_\_\_\_ (\$175 Chamber member/ \$275 non-member)

Double booth \_\_\_\_\_ (add \$100)

Electric \_\_\_\_\_ (add \$30)

Business card ad in program \_\_\_\_\_ (add \$35) Must include business card with contract)

Total payment = \$ \_\_\_\_\_

### Type of Payment:

\_\_\_ Check (make checks payable to Kirkwood-Des Peres Area Chamber of Commerce)

\_\_\_ Credit card (MC or Visa)

Credit card # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Address/Zip associated with card: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

***\*Contract must be signed for this application to be valid! Deadline is March 23, 2010.***

As an exhibitor, I understand the costs associated with this Expo, and the items I will receive for these costs. I assume the entire responsibility and liability for losses, damages, and claims resulting in injury or damages to my display, equipment, and other property brought onto Holiday Inn Southwest Viking's premises. **Because of limited lighting in some areas, you may wish to bring additional lighting for your exhibit space (see above to add electric).** I shall indemnify and hold harmless the Kirkwood - Des Peres Area Chamber of Commerce and their agents and employees, from any all such losses, damages and claims. I agree to staff the exhibit space until 7:30 pm. I understand that if I cancel after March 16, 2010 my exhibitor fee will not be refunded.

Signature: \_\_\_\_\_ (must sign for contract to be valid)

Date: \_\_\_\_\_

### **Return this signed contract to:**

Gina March, VP of Marketing  
Kirkwood - Des Peres Area Chamber of Commerce  
108 W. Adams, Kirkwood, MO 63122  
Fax: (314) 821-5229

**Questions? Call Gina at (314) 821 - 4161**

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Program Ad ----- Wall of Wine ----- Prize Wheel

Participation Contract

Look at these exciting ways to promote your business at the 22<sup>nd</sup> Annual Grand Marketplace Expo!

You can **place an ad** in the Expo Program/Floor Map.

The **Prize Wheel** will offer attendees a chance to spin the wheel for exciting prizes -- and yours can be one!

The **Wall of Wine** is back by popular demand! Each bottle of wine will be numbered and attendees will draw a number to find out which bottle they win.

## General Information:

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***\*This form and your item must be received no later than March 23, 2010.***

**I want to participate with the following:**

### Expo Program/Floor Map Ad

\_\_\_ \$35 business card ad - 2" x 3 1/2" (either orientation)

\_\_\_ \$75 1/4 page ad - 5" H x 4" L or 2 1/4" H x 8" L

\_\_\_ \$150 1/2 page ad - 5" H x 8" L or 10 1/2" H x 4" L

\_\_\_ \$250 full page ad - 10 1/2" H x 8" L

### Prize Wheel Item

\_\_\_ My item has a \$35 minimum value - and is **not** a discount or money-off coupon

\_\_\_ I will attach my business card to the item

\_\_\_ The description of my item is: \_\_\_\_\_

\_\_\_ I will bring the item to the Chamber office

\_\_\_ I would like someone to pick the item up from my business

### Bottle of Wine

\_\_\_ My wine has a \$15 minimum value

\_\_\_ I will attach my business card to the bottle

\_\_\_ I will bring the item to the Chamber office

\_\_\_ I would like someone to pick the item up from my business

### **Return this completed form to:**

Gina March, VP of Marketing

Kirkwood - Des Peres Area Chamber of Commerce

108 W. Adams, Kirkwood, MO 63122

Fax: (314) 821-5229

**Questions? Call Gina at (314) 821 - 4161**