

EXPO @ the Expo



Early 2020

Registration Discount

Wednesday, May 20, 2020

Exhibitor Space: Reserve your 2020 booth space before we sell out!

Yes, sign me up for the same space as 2019, if available (don't worry, we know the number of your spot)

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

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

Business Mailing Address: _____

2020 Booth Space Options:

Front of Expo, Auto/Open Space - \$350/space or vehicle

6' x 6' exhibit \$445 Table Size (no charge) 6' or No table

White table cloth included (no charge)

8' x 8' exhibit \$525 Table Size (no charge): 6' or 8' 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)

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

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 3, 2020 for bag insertion. Must be an exhibitor at Expo to take advantage of the logo and/or bag inserts.

Total amount due: \$ _____

Early Registration:

To guarantee your early registration discount and first right of renewal on your favorite spot, you must submit your registration form and a payment of at least 50% of your booth space by **Jan 4, 2020** You will be invoiced for any remaining balance by March 1, 2020.

Everyone is welcome to attend, but all exhibitors must be current SLO Chamber members, 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
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 Monday, May 1, 2020

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 2:45pm. 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, 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