

**SHENANGO VALLEY CHAMBER OF COMMERCE &  
MERCER AREA CHAMBER OF COMMERCE  
2017 Business & Recreation Expo (1<sup>st</sup> Annual)**

**REGISTRATION CONTRACT**

**Saturday, Feb 11, 2017 from 11 AM - 3 PM**

**Location: Park Inn by Radisson Banquet Room**

Sponsored by The Shenango Valley Chamber of Commerce & Mercer Area Chamber of Commerce

**To process Early registration the information must be completed with your payment by January 31, 2017**

**NAME OF BUSINESS** \_\_\_\_\_

(As it will appear in the program)

**ADDRESS** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

(This person will receive all future communications.) **E-MAIL** \_\_\_\_\_

*\* Note: All information must be completed and returned with payment to process!*

<b>Chamber Members: Early Registration fee paid by Jan. 31, 2017</b>	<b># of Booths requested</b> _____	<b>x \$150.00 =</b> _____
<b>Registration Fee paid after Feb. 1, 2017</b>	<b># of Booths requested</b> _____	<b>x \$175.00 =</b> _____
<b>Non-Members: Early Registration Fee paid by Jan. 31, 2017</b>	<b># of Booths requested</b> _____	<b>x \$175 =</b> _____
<b>Registration Fee paid after Feb. 1, 2017</b>	<b># of Booths requested</b> _____	<b>x \$200 =</b> _____
<b>Total \$</b> _____		
<b>EXHIBITOR NAMES</b> _____		

1. Please describe the type(s) of products or literature you will display. \_\_\_\_\_

2. Do you need a table? \_\_\_\_\_ Yes \_\_\_\_\_ No *No Backdrops Permitted!*

**Please note: All tables are 6 feet in length, table linens are provided for all tables. You are permitted to supply additional coverings.**

3. Do you require 110v electrical service? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Will you have merchandise for sale? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe \_\_\_\_\_

5. Do you plan to have a giveaway? If so let us know what you plan to giveaway and the value!

**No Contract will be Processed without Signature & Payment!**

**Payment: Full Payment must accompany every contract. No exceptions. To take advantage of the discount, full payment must accompany the completed contract and must be received by Jan. 31, 2017. Exhibitors signing up after February 1, 2017 will be charged the full price for booth space. Use Visa/MC or make checks payable to the Shenango Valley Chamber of Commerce. **DEADLINE FOR ALL CONTRACTS** is February 6, 2017.**

**Check Enclosed: Check Number:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Visa/MC/Discover Card #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_ **V-code:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

▪ I agree that my exhibit space will not exceed **six feet in width** and I agree with the terms, conditions and liability statement in this application and will exhibit in accordance with them. Please note that some booths/tables will be placed against the wall depending on location. The Shenango Valley Chamber of Commerce, Mercer Area Chamber of Commerce nor the Park Inn by Radisson will be liable for any loss, damage or injury for any cause to Exhibitor, Exhibitor's Employees or Property.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return to: Shenango Valley Chamber of Commerce  
41 Chestnut Avenue, Sharon, PA 16146 ~ Fax: (724) 981-5480 or E-mail: mandy@svchamber.com**



## SHENANGO VALLEY CHAMBER OF COMMERCE & MERCER AREA CHAMBER OF COMMERCE Business & Recreation EXPO 2017 Guidelines

- All exhibits must be confined within exhibit space. No wall hangings or backdrops permitted. Only literature or products that fit upon or within the assigned space may be displayed. Displays **may not exceed 6 feet in width**. Please note that some booths/tables will be placed against the wall depending on location. Provided tables are six feet in length. Exhibitors may not bring extra tables, as all display tables will be skirted previously.
- 110v electrical outlets are limited and are distributed on first come; first serve basis. **Exhibitors must supply own extension cords.**
- Exhibitors are encouraged but not required to offer special discounts/packages/coupons of their products or services for Expo attendees. These offers should be valid for at least a month after the Expo date.
- Exhibitors may sell their products or services at the Business Expo. Free food samples are allowed but must be previously authorized through the Chamber.
- Exhibitor's sound and light apparatus must be regulated to a point where it will not disturb other exhibitors.
- The exhibit hours are 11 AM to 3 PM. Please have your booth completely set up by 10:30 AM and be stationed at your booth prior to 11 AM, your booth should be staffed at all times. Failure to show by 10:15 AM on Saturday Feb. 11, 2017 will result in the cancellation of your space. Tables cannot be disassembled until after 3 PM but **must be completed** by 4 PM. **NO** early breakdowns permitted.
- **PLEASE NOTE:** Spaces are limited and reserved only upon receipt of the properly submitted payment unless previously authorized through the Chamber. Assignment of exhibit space will be based upon date of receipt & payment of the Business Expo registration contract. Absolutely **no refunds** will be given for space rentals for any reason.
- Hours for set-up will be provided in your confirmation letter. Set-up will be available beginning at 9:30 AM on Feb. 11.
- The Chambers reserve the right to allow or restrict any item for exhibition or sale in this show.
- The Shenango Valley Chamber of Commerce, the Mercer Area Chamber of Commerce nor the Park In by Radisson will be liable for any loss, damage or injury for any cause to Exhibitor, Exhibitor's Employees or Property.

**CALL/EMAIL Shenango Valley Chamber at (724) 981-5880/info@svchamber.com**  
**CALL/EMAIL Mercer Area Chamber at (724) 662-4185/mercerchamber@zoominternet.net**