

The Brentwood Chamber of Commerce and the City of Brentwood Present



The 2nd Annual East Bay Business Expo will be held on April 30, 2020 from 5pm – 8:30pm at the Community Center located in downtown Brentwood, California. The Expo is designed so local businesses can introduce their businesses to the local business market and create a business-to-business network that is often overlooked in distinct network venues. The East Bay Business Expo (EBBE) will showcase over 80 local businesses, government entities and community business resources. The Expo is designed to create an environment for East Bay businesses to grow, prosper, and learn how to build meaningful business relationships with other local, like-minded organizations. The EBBE is a partnership between the City of Brentwood and the Brentwood Chamber of Commerce and demonstrates both the City and Chamber’s intention of supporting local businesses and the continued planned Economic Growth of the area.

Securing a booth at this event is a great opportunity to connect your brand to an astute crowd of entrepreneurs. The Chamber of Commerce is a 501 (c)(6) non-profit organization. Proceeds from the Brentwood Business Expo will support Chamber member initiatives and other Chamber-produced community events. A portion of the proceeds are also shared with local service organizations on behalf of their volunteers who assist in the production of this, and other Chamber, events.

Exhibitor Application

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Website: \_\_\_\_\_ License Number: \_\_\_\_\_
Total Due for Sponsorship: \_\_\_\_\_

This agreement incorporates all agreements and understandings, either written or oral, between the parties. The Exhibitor Agreement have been read, understood, and entered into by the party signing below:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

In order to process this application, the agreement must be signed, dated, and returned to the Brentwood Chamber of Commerce with payment. No application is complete without full payment. You will be notified when your application is accepted. Please make checks payable to: Brentwood Chamber of Commerce

QUALIFYING QUESTIONS:

- 1. Is your business fully licensed, bonded and insured (when necessary)? \_\_\_\_\_
2. Is your business located in the East Bay region of the San Francisco Bay Area? \_\_\_\_\_
3. Does your business serve the East Bay region of the San Francisco Bay Area? \_\_\_\_\_
4. Does your business provide a product or service that is designed for another business or for commercial use and is NOT a business-to-consumer product or service? \_\_\_\_\_
5. How long have you been in business? \_\_\_\_\_

FOR OFFICE USE ONLY:

Date payment received: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Taken by: \_\_\_\_\_

## Exhibitor Agreement

The East Bay Business Expo (EBBE) Sponsor agrees to each and all clauses set forth in this agreement:

1. The Brentwood Chamber of Commerce agrees to supply each Exhibitor of the EBBE with services outlined in the Exhibitor Agreement.
2. Banners to be hung at the event will be provided by the Exhibitor and must meet the following specifications:
  - a. Vinyl material with grommets not to exceed 3 feet tall by 6 feet wide.
  - b. The location of the banner will be at the sole discretion of the EBBE committee
3. Guests of exhibitors may not hand out company information to other guests at the EBBE except at company vendor booth. Company information is only to be distributed from vendor spaces.
4. A table with chairs will be provided for all Exhibitors that have booth or vendor spaces. Any other pieces of equipment that will be used in, or around, the exhibitor booth must be provided by the company and pre-approved by the Chamber to preserve the integrity of the events.
5. All exhibitors are expected to have 1) table linens, 2) presentation materials, 3) name tags, 4) bowl for business cards, 5) business cards, 6) company approved promo items, 7) necessary office supplies (i.e. pens, notepads, paperclips, rubber bands, tape, etc.), 8) appropriate technology, 9) signage
6. The exhibitor space provided must be occupied by a representative of the company at all times during the event. The company representative is solely responsible for security of anything brought into the EBBE.
7. Applications from prospective Exhibitors will be reviewed and an approval is needed to complete the Exhibitor Application. Signature pages must be mailed, emailed or submitted to the Chamber Office within 10 days of submitting payment.
8. By signing, paying and submitting this application, the business owner certifies that the business is fully licensed, insured and bonded per necessary city, county, or state regulation bodies and may legally engaged in business practices or services. Business owners will be prepared to demonstrate credentialing if asked to provide.
9. The Chamber tax identification number is 68-0021659
10. No refunds will be given once a completed Sponsorship Application has been accepted and processed.
11. Please drop off, mail, or email application to Chamber
  - a. 35 Oak Street, Brentwood, CA 94513
  - b. [Admin@BrentwoodChamber.com](mailto:Admin@BrentwoodChamber.com)
12. Please contact the Chamber office ([Admin@BrentwoodChamber.com](mailto:Admin@BrentwoodChamber.com) or 925-634-3344) if you have any questions.

# HOLD HARMLESS AGREEMENT FORM

This form is required by the Chamber when any vendor is scheduled involving a Chamber Event. Please fill out the below information and have the vendor contact sign and date the form and return it to the Brentwood Chamber of Commerce:

Brentwood Chamber of Commerce  
35 Oak Street  
CA 94513

Please contact the Chamber Office at 925-634-3344 if you have any questions regarding the below form.

---

In consideration for permission to participate as a vendor as part of the East Bay Business Expo sponsored by the Brentwood Chamber of Commerce and the City of Brentwood being held on Thursday, April 30, 2020 at the Brentwood Community Center, \_\_\_\_\_ agrees to indemnify, hold harmless, defend, release, and forever discharge The Brentwood Chamber of Commerce, its officers, agents, employees, and any person or persons under its direction and control from, and waive any and all responsibility of same, for any and all liability, claims, demands, actions, loss or expense (including costs and attorneys' fees), loss or damage of any kind whatsoever imposed by law upon the University for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising out of or in consequence of the performance of this agreement, provided such injury to persons or damage to property results from and is caused by the negligent or willful acts or omissions of \_\_\_\_\_, its officers, agents, employees, or any

Vendor Name \_\_\_\_\_  
person or persons under its direct supervision and control.

Vendor Signature \_\_\_\_\_

Vendor Name Printed \_\_\_\_\_

Vendor Phone Number \_\_\_\_\_

Date \_\_\_\_\_