

West Branch Area Chamber of Commerce & Ogemaw County EDC presents
2018 Ogemaw County Business & Community Expo
Tuesday, March 27, 2018

Exhibitor space is limited to the first 160 booths. To reserve your space, complete this form and return it to West Branch Area Chamber of Commerce by **Wednesday, February 28th complete with payment.** Registrations after February 28th will be honored if space permits and will be charged a \$20 late fee. **Absolutely no registrations will be accepted after March 23rd .** Drop off your registration at West Branch Area Chamber of Commerce or mail payment to West Branch Chamber, C/O Business Expo, 422 W. Houghton Ave, West Branch, MI 48661. Please make checks payable to the **Ogemaw County EDC/ Business Expo.** You will receive a confirmation of your registration following receipt of payment (in vendor packet on Expo day).

***Credit Card Payment:** Paying registration fees with a credit card is also an option.

Call the West Branch Area Chamber of Commerce at (989)345-2821 if you'd like to pay with a credit card.*

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

*****Email is our best way to contact businesses with updates****

Mailing Address (if different than above): _____

City: _____ State: _____ Zip: _____

___ **Indoor** Exhibit Space Only \$40 includes one 8ft table and two chairs

___ **Outdoor** Exhibit Space Only \$40

___ **Indoor** and outdoor **Exhibit** space \$70

___ Please indicate here if tables &/or chairs are **NOT** needed.

___ We **WILL NEED** electricity for our space **charge of \$10 (please bring extension cord/ power strip)**

___ We **WILL NEED** a table covering for our table **charge of \$8**

___ We will have a prize drawing/giveaway at our booth and the value will be \$_____

___ Monetary donation to the food pantry included with payment. Please indicate amount on line _____

___ Or I will bring a non-perishable food item to set-up.

___ Cash & Carry items for sale

___ Add a late fee of \$20 for registrations submitted after Monday, February 28th 2018.

***Don't forget to bring tape, scissors, pens, paper etc.

*****Absolutely no registrations will be accepted after Friday, March 23rd .*****

Order Food: Boxed food option for vendors \$6 per box food PLEASE CIRCLE CHOICES!

As the date is closer, food choices can be changed & must be paid by March 19th

____ **Option 1** Deli Sandwich on a Bun or Wrap

Meat Choice Ham, Turkey, Salami or Roast Beef

Cheese Choice Swiss, American or Colbyjack

Comes with a cookie, chips and choice of Pepsi, Diet Pepsi, Coke, Diet Coke, Tea or Water

____ **Option 2 Chef Salad or Garden Salad**

Dressing Choice: Ranch, Italian, French, Raspberry Vinaigrette

Salad comes with a roll, cookie and choice of Pepsi, Diet Pepsi, Coke, Diet Coke, Tea or Water

If ordering more than one boxed dinner please indicate here _____

TOTAL boxed food _____ Amount _____

Additions or changes to boxed dinners must be completed by March 19th called or emailed to the Chamber office with full payment.

_____ **TOTAL** payable to the **Ogemaw County EDC Business Expo**. Payment must be included with registration.
PLEASE MAIL OR DROP THIS OFF AT THE CHAMBER OFFICE as they will be making the deposits.

I agree and have read all the Exhibitor Information and Rules and will abide by them.

Print Name

Signature

Date

Questions? Please contact: Heather Neuhaus, wbchamberdirector@gmail.com (989) 345-2821 or
Mandi Chasey, mchasey@michworks4u.org (989) 345-1090

Additional Ogemaw Business and Community Expo forms can be found on the Chamber Website by visiting
www.wbacc.com

Office use only: Date received: _____ Form of payment: _____ Amount of payment: _____ Initials: _____

9th Ogemaw County Business & Community Expo

Sponsorship Opportunities

“Buy Local and Build Our Community”

Developer: \$1,000+

Company name and/or logo displayed on all printed materials and expo advertising. Booth space provided at event (up to two 8 foot tables) and choice of booth location placement. Large sponsor banner provided for booth at event.

Financier: \$500

Company name and/or logo displayed on printed materials and limited expo advertising. Booth space provided at event (one 8 foot table). Medium sponsor banner provided for booth at event.

Builder: \$250

Company name displayed on printed materials and in limited expo advertising. Booth space provided at event (one 8 foot table).

Entrepreneur: \$100

Company name featured on limited expo advertising.

All sponsorships need to be committed no later than Friday, February 23, 2018 to ensure inclusion on marketing materials. The sooner you submit your sponsorship registration, the sooner you will be listed on the marketing materials. Your support of this community event is greatly appreciated!. If you have questions or ideas for sponsorship please contact us.

Heather Neuhaus wbchamberdirector@gmail.com 989-345-2821

Mandi Chasey, mchasey@michworks4u.org 989-345-1090
989-345-2821



Exhibitor Information and Rules

9th Annual Ogemaw County Business & Community Expo

Tuesday, March 27, 2018

4:00-7:00 PM

Ogemaw Heights High School

“Buy Local and Build Our Community”

Exhibit Hours: All exhibits must be staffed from 4:00-7:00 PM on Tuesday, March 27th.

Soliciting is not allowed outside of your booth space. If you are walking around soliciting a business, you may be asked to leave and will not be able to participate in future expos.

Removal Time: Dismantling your booth shall NOT begin until after 7:00 PM. NO EXCEPTIONS will be permitted. Future expo participation will not be granted if booth is dismantled early.

Set-Up Times: Any time on Tuesday, March 27th, from 11:00 AM-3:00 PM. All exhibits and materials must be completely set up by 3:00 PM. **NEW THIS YEAR, VENDORS NETWORKING RECEPTION IN THE COMMONS AREA FROM 3-4 pm. At this time you can exchange Business Cards & Brochures and pick up your boxed dinners.**

Location of Exhibit & Registration: ***Every vendor must check in at the registration booth at the main entrance before setting up. You will need to check in and get your number to display at booth. A layout will be in the vendor packet. **Exhibitors must be checked in by 2:30 or the Expo Committee has the right to give space away to waitlist or as they see fit.**

Booth information: One standard 8 foot table and two chairs are included in each paid booth space. The guaranteed booth space is 8' long by 5' wide. If you have signed up for electrical space, please bring your own extension cord (25' for indoor, 100' for outdoor) and a power strip/surge protector if you have one. If you do not sign up for electricity on your registration form, you will **NOT** get it. Due to limited electrical access, we ask that you only request electricity if you need it. Please limit your use of electricity to one 110 plug. If you will need a table cloth, please let us know on the registration form. We are working on obtaining a wireless internet connection for all rented spaces.

Displays/Decorations: Merchandise, signs, decorations, or display fixtures should not be pasted, pinned, taped, nailed, or tacked to walls, lockers, ceilings, or tables in a way that may cause damage. All tape **MUST** be removed from anything it is put on. Pinning of anything to the drapes is **NOT** allowed. No exhibit, merchandise, or equipment should be in the aisle-ways. Please keep your exhibit within your space so that it does not interfere with other exhibitors. Because this event is taking place at the Ogemaw Heights High School and the Zero Tolerance rules of the school, alcohol, if applicable to your business, may be displayed but cannot be consumed.

Selling of Merchandise: If you are able to work on a “cash & carry” system, you are welcome to sell your merchandise. Please mark the registration form if you will have cash & carry as this will help us and you in advertising.

Giveaway Items & Door Prizes: Each exhibitor is encouraged to hold drawings or giveaways at their booth. We will not have access to the school’s public announcement system. We suggest you hold your drawing and have the winner visit your place of business to pick up the prize. For clarification, we are only asking for the dollar value of your door prize because we advertise to total value of door prizes that will be available at the expo. Having a door prize will draw more people to your booth at the event.

Cancellation: NO REFUNDS will be made for exhibitor cancellation without the approval of the Expo Committee. Exhibitors must be checked in by 2:30 on March, 27 or the Expo Committee has the right to give space away to waitlist or as they see fit.

Marketing: The Expo Committee will be promoting the event in the Chamber E-blast, EDC Newsletter, Ogemaw County Herald, Northland Ad-Liner, Ogemaw County Voice, on WBMI 105.5 radio, on Facebook, and with flyers and several other local opportunities. We are asking exhibitors to please help promote the event at your business as well, via signage, contacting customers, sharing info with employees, family, friends, etc. If you would like copies of flyers to hand out please call or email us.

Insurance & Liability: Exhibitors shall carry their own insurance. The Ogemaw County EDC, West Branch Area Chamber of Commerce, and West Branch-Rose City Schools assume no responsibility for theft, damage by fire, accident, or any cause whatsoever to exhibitors’ property, and hold harmless from any and all liability resulting from injuries and damage to exhibitor, its agents, employees, and attendees, person, and/or properties in connection with the exhibitors’ use of the space. (Bottom line...let’s all use common sense!).

General Registration Information: The Expo Committee has the right to refuse any registration deemed inappropriate for the event. Only one business shall occupy an exhibitor space.

Have fun! This event is a great way to connect with the community.

Be creative, interactive, and make the most of this opportunity.

Questions? Contact Expo Coordinators

Mandi Chasey

mchasey@michworks4u.org

(989) 345-1090

Heather Neuhaus

wbchamberdirector@gmail.com

(989) 345-2821