



**SILICON VALLEY CHAMBER
BUSINESS XPO
THURSDAY, APRIL 27, 2017
5:30 P.M. TO 8:00 P.M.
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara 95054**

Put your business on display at the first **SILICON VALLEY CHAMBER BUSINESS XPO!** Meet other exhibitors and over 600 attendees from various chambers throughout Silicon Valley while you make new business contacts. Act fast as there are only 10 tables available per chamber!

Exhibitor Table: \$300 per table. Payment must be received by March 31, 2017

YOUR EXHIBITOR FEE INCLUDES:

- 8' table at Xpo in the Santa Clara Convention Center
- Advance promotion through Chamber event notifications & at events
- Publication of **SILICON VALLEY CHAMBER BUSINESS XPO** participants in April 2017 newsletter

TABLE RESERVATION FORM

Payment must accompany this reservation form.

Exhibitors must be Chamber members in good standing. Please make checks payable to Mountain View Chamber of Commerce. **Completed forms without payment will not be processed. If you choose to reserve your table online, your application MUST be received before your table will be reserved.** Exhibitors are accepted on a 1st come, 1st served basis. **No refunds will be issued after 3/17/17.**

PLEASE PRINT CLEARLY

Company _____ Contact _____

Type of Business _____ Address _____

City & Zip _____ Phone _____

Email _____ Cell _____

Payment: Check enclosed MC VISA AMEX

CC Number _____ Exp _____ Security Code _____

Signature _____ Print Name _____

Billing Address (if different from above): _____

Signature _____ Print Name _____

Optional: Our company would like to contribute to the door prize for the Mountain View Chamber basket. Only one prize/partnering chamber will be given away at Xpo during the drawing portion of the program (one from each Chamber). Door prizes are compiled from member contributions. Gift certificates are welcome; no coupons please.

*Please return completed form, front & back, to the Mountain View Chamber of Commerce
By person/mail to: Mountain View Chamber of Commerce: 580 Castro Street, Mountain View, CA 94041
or Email to katrina@chambermv.org*

For further information, contact the Mountain View Chamber at (650) 968-8378

SILICON VALLEY CHAMBER BUSINESS XPO EXHIBITOR GUIDELINES

Please find below the information regarding your arrival/set up/general booth information for the *April 27 Silicon Valley Chamber Business Xpo*:

1. **Table-top exhibit area** is one (1) 8' x 30" table with tablecloth and one chair. Exact table locations will be assigned closer to the date of the event. If you plan on having more than two representatives at your display, please let us know so that we can add them to the list of representatives for your location. **Selling of products/services on-site is not allowed.** However, orders may be taken, but no sales may be conducted. **Only one business per table.** **Please note: electricity will not be available.**

2. **Decorations:** We will provide each table with a small table sign, but any additional decorations are the participant's responsibility. If you would like to order balloon arrangements or other table decor, please contact one of our Chamber member decoration companies.

ABSOLUTELY NOTHING may be attached to ANY WALL, WINDOW, ETC.

3. **Set up:** Exhibitors may set up their tables from 3:30 p.m. to 4:30 p.m.

ALL EXHIBITS MUST BE SET UP NO LATER THAN 4:30 P.M. ANYONE NOT REGISTERED BY 4:15 P.M. WILL HAVE THEIR TABLE REMOVED. NO EXCEPTIONS!

4. **Food/Beverage sampling:** Food/beverage sampling by restaurants, caterers, coffee vendors, wineries, etc. must follow the guidelines as set in the Aramark Authorization Request Sample Food and/or Beverage Distribution agreement form. The agreement form must be completed and signed, and returned with the completed and signed Xpo Exhibitor Guidelines prior to acceptance as an exhibitor. Form may be obtained from your Chamber.

5. **Door prize drawings:** The final Chamber door prizes will be drawn at or about 7:30 p.m. at the main stage. We will not be going from table to table to announce individual exhibitor door prizes that you are giving away at your table.

6. **Table Placement:** No table may be moved without prior approval of your chamber's personnel. NO EXCEPTIONS, PLEASE.

7. **Exhibitor Guest Invites:** Each exhibitor is expected to invite 25 of their clients/customers to attend the Xpo. Each Chamber will be marketing the event to their respective membership, and we ask the exhibitors to invite their clients to help grow the attendance.

8. **Table Closure:** Tables and staff must remain on-site and open until the event concludes at 8:00 p.m. Any exhibit closing and/or the company representatives leaving prior to 8:00 p.m. will lead to the company forfeiting their opportunity to participate in any future Expo events. Please remember, the success of all participants depends upon all exhibitors remaining open during the hours of the Expo (5:30-8:00 p.m.).

9. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Santa Clara Chamber of Commerce & Convention-Visitors Bureau, Santa Clara Convention Center, Aramark, and all partner Chambers of Commerce (Campbell Chamber of Commerce, Cupertino Chamber of Commerce, Hispanic Chamber of Commerce Silicon Valley, Los Altos Chamber of Commerce, Mountain View Chamber of Commerce, Palo Alto Chamber of Commerce, San Jose/Silicon Valley Chamber of Commerce, Silicon Valley Black Chamber of Commerce and Sunnyvale Chamber of Commerce) and their respective governing bodies, officers, directors, employees and/or agents from all loss, damage or liability resulting from the use of the facility and participation in the *Silicon Valley Chamber Business Xpo* by Licensee, its contractors, subcontractors, employees, exhibitors and/or agents except to the extent that such loss, damage or liability is caused by the negligent or intentional acts or omissions of the Santa Clara Chamber of Commerce & Convention-Visitors Bureau, Santa Clara Convention Center, Aramark, and all partner Chambers of Commerce (Campbell Chamber of Commerce, Cupertino Chamber of Commerce, Hispanic Chamber of Commerce Silicon Valley, Los Altos Chamber of Commerce, Mountain View Chamber of Commerce, Palo Alto Chamber of Commerce, San Jose/Silicon Valley Chamber of Commerce, Silicon Valley Black Chamber of Commerce and Sunnyvale Chamber of Commerce) and their respective governing bodies, officers, directors, employees and/or agents.

I have read and understand these exhibitor guidelines. _____
(Signature)

(Contact Name)

(Company Name)

(Phone Number)

(Email)