

2017 Greenville Chamber of Commerce
BUSINESS SHOWCASE
Sponsored by Red-E Air
Thursday, June 1, 2017 • Vendor Instructions

Booth Set Up/Break-down

Exhibitors may begin set up 9:30 a.m. on Thursday. You may set up your booth any time between 9:30 – 10:30 a.m. **PLEASE BE SET UP BY 10:30 A.M.** The event is open to the public promptly at 11am. **Breakdown time is 5 p.m. Please DO NOT break down your booth prior to that.** We will have a Cocktail Hour from 5:00-6:00 p.m. Exhibitors who stay set up until 5:00 p.m. will be able to participate in a complimentary cocktail hour.

Exhibitor Hospitality Area/Refreshments

There are some refreshments, soft drinks & water for exhibitors only at the Chamber booth. Please have your Exhibitor Badges on to take advantage of this area.

Electricity

If you have not indicated on your contract that you will need electricity, **it may not be available.** If you HAVE requested/paid for electricity, there should be an easily accessible hook-up near the rear of your booth. They are only basic 110w outlets and we recommend bringing a heavy duty extension cord and a power strip.

Exhibitor Check-In

Just a reminder to please ask everyone working your booth to check in at the Chamber booth as they arrive.

Food & Beverages/Health Permit

If you are an exhibitor handing out food during the day, you will be required to obtain a temporary permit if you DO NOT already have a City of Greenville health permit (i.e. restaurants/cateters, etc.) Alliance Bank will be handing out free hot dog lunches outside in the parking lot near the front entrance between 11 a.m.-1 p.m.

Announcements/Prize Drawings

If you have prize drawings at your booth you will be responsible for contacting the winners. We will have a sound system available for announcements.

Exhibitor Competition

Prizes for Most Unusual, Best Interactive and Best of Show booths will be awarded at 4 p.m. Judging of booths will take place between 1-3 p.m.