



February 12, 2020

Dear Exhibitor,

Make plans now to exhibit at this year's Women's Extravaganza! It will be held on Friday, April 3 from 10:00 a.m. – 7:00 p.m. and Saturday, April 4 from 10:00 a.m. – 5:00 p.m. at the Brushfork National Guard Armory. Chamber Members are invited to preview the 2020 Women's Extravaganza on Thursday, April 2, from 5:30 p.m. – 7:30 p.m. Admission cost is \$5.00 and a business card. Take advantage of this opportunity to meet potential clients prior to the show's opening. Enclosed, please find the 2020 Exhibitor Application and Contract. Take advantage of the Early Bird Discount by returning the application and payment to the Chamber by March 9, 2020.

For political candidates and parties, the respective parties will be allowed to set-up on the upper level. Individual candidates will be allowed to set up outside for a fee of \$250. As the event nears close, if we have available space inside whether the upper or lower level, we will contact you. You will be responsible for the difference for location.

We look forward to helping you create YOUR own SUCCESS story.

Please let us know if you have any questions.

Sincerely,

Tammy Radford, Vice Chair of the Business and Professional Development Division

Lindsay Strader, Director of Events and Communications

Chamber of Commerce of the Two Virginias
1522 North Walker Street – Princeton, West Virginia 24740 – 304.487.1502
619 Bland Street – Bluefield, West Virginia 24701 – 304.327.7184
lindsay@coctwovirginias.com

**2020 Women's Extravaganza
Exhibitor Booth Packages**

Lower Level Booth Package:

Before March 9, 2020:	10 ft. x 10 ft. 8 ft. x 8 ft.	\$325/Chamber Member and \$390/Non-Chamber Member \$300/Chamber Member and \$365/Non-Chamber Member
After March 9, 2020:	10 ft. x 10 ft. 8 ft. x 8 ft.	\$350/Chamber Member and \$415/Non-Chamber Member \$325/Chamber Member and \$390/Non-Chamber Member

All Lower Level Booth Packages include:

- Draped Backdrop
- Draped Side-Dividers
- Wastebasket
- Covered Table
- Two Chairs
- Five Exhibitor Badges (Additional Badges can be purchased for \$2/badge)
- Website and Social Media Listing

Quantity Requesting: _____ Size Requested: _____ Total Due: _____

Upper Level Booth Package:

Before March 9, 2020:	10 ft. x 10 ft.	\$225/Chamber Member and \$290/Non-Chamber Member
After March 9, 2020:	10 ft. x 10 ft.	\$250/Chamber Member and \$315/Non-Chamber Member

All Upper Level Booth Packages include:

- Draped Backdrop
- Covered Table
- Two Chairs
- Two Exhibitor Badges (Additional Badges can be purchased for \$2/badge)
- Website and Social Media Listing

Quantity Requesting: _____ Size Requested: _____ Total Due: _____

Arts and Crafts Booth Package:

Before March 9, 2020:	10 ft. x 10 ft.	\$100/Chamber Member and \$125/Non-Chamber Member
After March 9, 2020:	10 ft. x 10 ft.	\$125/Chamber Member and \$150/Non-Chamber Member

All Arts and Crafts Booth Packages include:

- Draped Backdrop
- Table
- Two Chairs
- Two Exhibitor Badges (Additional Badges can be purchased for \$2/badge)
- Website and Social Media Listing

Quantity Requesting: _____ Size Requested: _____ Total Due: _____

Other Opportunities:

I would like to contribute an item to be used as a prize at the Chamber's discretion. Yes or No
*If yes, please have prize to Chamber booth on Thursday during set-up.

Description of Prize: _____

I would like to be included in the schedule of events as a demonstration or other interactive option. Yes or No

If yes, please describe. _____

2020 Women's Extravaganza Sponsorship Opportunities

□ **Diamond Sponsor - \$5,000**

- (4) 10 x 10 Lower Level Booth Packages
- (50) Complimentary Tickets to be used for employees, clients, etc.
- (10) Complimentary Tickets to "Sneak Peek"
- Premium logo recognition on event webpage, e-flyers, mailings, posters, and signs
- Logo on TV and billboard advertising
- Included in radio and newspaper advertising
- Press release recognition
- Logo on back of advance tickets
- Opportunity for live TV interview at event
- Opportunity to hold a featured session at event
- Social Media and Web recognition
- Additional badges at no charge

□ **Sapphire Sponsor - \$2,750**

- (2) 10 x 10 Lower Level Booth Packages
- (40) Complimentary Tickets to be used for employees, clients, etc.
- (7) Complimentary Tickets to "Sneak Peek"
- Logo recognition on event webpage, e-flyers, mailings, posters, and signs
- Logo on TV advertising
- Included in radio advertising
- Press release recognition
- Opportunity to hold a featured session at event
- Social Media and Web recognition
- Additional badges at no charge

□ **Platinum Sponsor - \$1,500**

- (2) 8 x 10 Lower Level Booth Packages
- (30) Complimentary Tickets to be used for employees, clients, etc.
- (5) Complimentary Tickets to "Sneak Peek"
- Logo recognition on event webpage and signs
- Name recognition on e-flyers, mailings, and posters
- Included in radio advertising
- Press release recognition
- Social Media and Web recognition
- Additional badges at no charge

□ **Gold Sponsor - \$1,000**

- (1) 8 x 10 Lower Level Booth Package
- (20) Complimentary Tickets to be used for employees, clients, etc.
- (3) Complimentary Tickets to "Sneak Peek"
- Name recognition on event webpage and signs
- Press release recognition
- Social Media and Web recognition

□ **Silver Sponsor - \$500**

- (10) Complimentary Tickets to be used for employees, clients, etc.
- (2) Complimentary Tickets to "Sneak Peek"
- Name recognition on event webpage and signs
- Press release recognition
- Social Media and Web recognition

□ **Bronze Sponsor - \$250**

- (5) Complimentary Tickets to be used for employees, clients, etc.
- Name recognition on event webpage and signs
- Web recognition

□ **Friend of the Chamber Sponsor - \$100**

- (10) Complimentary Tickets to be used for employees, clients, etc.
- Name recognition on event webpage and signs

2020 Women's Extravaganza Registration Form
Friday, April 3, 2020 (10:00 a.m. – 7:00 p.m.)
Saturday, April 4, 2020 (10:00 a.m. – 5:00 p.m.)

*Exhibitor Set-Up – Thursday, April 2, 2020 (10:00 a.m. – 8:00 p.m.)
Brushfork Armory – Bluefield, West Virginia

Please print clearly or type and include with the signed exhibitor contract.
Booth space will be assigned once payment is received.
After receipt of this form, you will receive a confirmation via email, mail, or text.

Organization Contact Name

Mailing Address City/State/Zip Code

Phone Number Email Address

Product or Service Description

Do you have any requests you would like the Women's Extravaganza Committee to consider?

Will your booth be informational or interactive? (Example: Make-up or hair consultations, shopping, etc.)

Will you have a registration for a giveaway at your booth? If so, what will you be giving away?

- 1) Exhibitor setup is **Thursday, April 2, 2020 from 10:00 a.m. – 8:00 p.m.**
- 2) Exhibitor badges must be picked up at this time. It becomes your responsibility to distribute these passes to your booth workers, and only these passes will allow your booth workers admission on Friday and Saturday. If you need more than your allotted number of badges, these can be purchased for \$2/badge.
- 3) The Chamber of Commerce allows multiples of the same product to exhibit at the Women's Extravaganza. Please refer to your company's guidelines for guidance on whether two of the same products can be exhibited at the show.
- 4) Your booth comes with one table and two chairs. If you need extra chairs, tables, etc., you must contact Hollins Exhibits to setup arrangements for this. Their number is 540-362-3940.
- 5) Dismantling of Exhibits is not allowed until the end of the show on Saturday at 5:00 p.m. Exhibitors who break down earlier, will incur a \$50 fee that will be added to your 2021 Women's Extravaganza fee. All exhibitors that have not dismantled early, will be put into a drawing for your 2020 Women's Extravaganza booth fee to be refunded back to you. (This does not include booths included with sponsorships.)

The undersigned has read and understands the rules and regulations that are a part of this agreement.

Signature Printed Name Date

Please return with payment to: Mail: Chamber of Commerce of the Two Virginias
1522 North Walker Street
Princeton, West Virginia 24740

Email: lindsay@coctwovirginias.com

For more information, please contact the Chamber at 304.487.1502 or 304.327.7184 or email
lindsay@coctwovirginias.com.