

Greater Topeka Chamber of Commerce

BUSINESS TO BUSINESS EXPO 2011



JOIN US!

- **Tuesday, October 25, 2011**
- **Ramada Convention Center**, 420 SE Sixth Avenue
- **Luncheon** Noon–1:00 p.m.
- **Expo** 1:00 p.m.–4:00 p.m. (open to public)
- **Networking Social** 4:00 p.m.–6:00 p.m. (Chamber members and their guests)

MORE FOR YOUR BUSINESS.

By participating in the Greater Topeka Chamber of Commerce Business Expo your business can show what your company has to offer and learn what your peers in the marketplace can provide to benefit your business.

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Special Events

- **Luncheon** at noon with entertainment by Streetside, a doo-wop acapela group. Tickets are available for \$25.00. Please note: Lunch tickets are NOT included with booth reservation.
- **Networking Social**, 4:00 p.m.–6:00 p.m., for Chamber members and their guests. Beverages and snacks provided. There will be special door prizes at this event. (Plan to have one or two people available to staff your booth during the social.)

You Receive

- 24-hour exhibit hall security
- One 8' x 24" white draped display table and one chair
- 100 complimentary admission passes for your employees and customers/clients
(Your passes will be mailed to you upon receipt of contract. You may request additional passes!)

Eligibility

- Booths will be assigned on a first come, first serve basis upon receipt of contract, booth rental fee and electrical outlet fee (if applicable)
- One firm per booth

Promotion

- Promotion in Topeka Business, at Chamber events and in Chamber mailings
- Media campaign week of event

Admission

- Complimentary pass or a business card

Booth Prices

Size	Member Early Bird Fee (through Sept. 15)	Member Fee (after Sept. 15)	Non-Member Fee (any time)
10' wide x 8' deep	\$405.00	\$ 530.00	\$ 699.00
20' wide x 8' deep	\$685.00	\$830.00	\$1,200.00
Atrium	\$250.00	\$300.00	\$ 500.00
Non-Profit: 10' wide x 8' deep	\$250.00	\$300.00	\$ 500.00

Exhibitor's Schedule

- **Move-In: Tuesday, October 25**, 8:00 a.m.–noon. Exhibits must be ready by noon.
 - **Move-Out: Tuesday, October 25**, 6:15 p.m.–7:00 p.m. Absolutely no move-out before 6:00 p.m.
- Wednesday, October 26**, 8:00 a.m.–9:00 a.m.

EXHIBITORS WILL BE FINED \$50 FOR EARLY MOVE-OUT.

- All exhibitor property must be removed from the Topeka Ramada by 9:00 a.m. on Wednesday, October 26. Any remaining property will be removed from the premises by the Ramada. Expenses incurred in moving property will be charged to the exhibitor.

Door Prizes

- Exhibitors are encouraged to offer door prizes from their own booth; however winners will NOT be announced by Show Management staff.

Booth Awards

- Seven (7) exhibitor awards will be presented: Best First-Time Exhibitor, Most Interactive, Most Informative, Most Creative, Friendliest Booth, Best ProductDemo/Technology and Best of Show.

Expo Manager

- **Adrienne C. Evans** • Greater Topeka Chamber of Commerce
120 SE Sixth Avenue, Suite 110 • Topeka, KS 66603
785.234.2644 • fax 785.234.8656 • aevans@TopekaChamber.org





B2B EXPO EXHIBIT SPACE CONTRACT

RETURN THIS FORM TO:

2011 Business Expo
Greater Topeka Chamber of Commerce
120 SE 6th Avenue, Suite 110 • Topeka, KS 66603
785.234.2644 • fax 785.234.8656

TopekaChamber.org



This agreement covers the rental space at the 2011 Business Expo sponsored by the Greater Topeka Chamber of Commerce to be held Tuesday, October 25. Please print.

NAME OF EXHIBITOR (Company) _____
Please indicate spelling of company name as you wish it to appear in promotional materials.

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT (Name) _____ TITLE _____

PHONE _____ FAX _____ E-MAIL _____

Approximate number of people from your company who will attend the NETWORKING SOCIAL _____

BOOTH SPACES

Circle your selection and fill in amount due. (Booths will be assigned by Show Management on a first come, first serve basis).

Size	Member Early Bird Fee (through Sept. 15)	Member Fee (after Sept. 15)	Non-Member Fee (any time)	Amount Due
10' wide x 8' deep	\$405.00	\$530.00	\$699.00	\$ _____
20' wide x 8' deep	\$685.00	\$830.00	\$1,200.00	\$ _____
Atrium	\$250.00	\$300.00	\$500.00	\$ _____
Non-Profit: 10' wide x 8' deep	\$250.00	\$300.00	\$500.00	\$ _____

ELECTRICITY (optional)

Cost: \$40 per 110 volt outlet. PLEASE NOTE: Power strips and cords are not provided.

Number outlets needed: _____ @ **\$40.00 each** \$ _____

SIGNAGE (optional)

Computer generated sign
(appx. 4' 6" x 7") with company name: _____ @ **\$15** \$ _____

LUNCH TICKETS (optional)

Number lunch tickets needed: _____ @ **\$25.00 each** \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Full payment MUST accompany this application by **October 14, 2011**. Early Bird Payment schedule is in effect through September 15, 2011.

Payment, less five (5) percent, is refundable up to September 15, 2011.

Check enclosed (payable to Greater Topeka Chamber of Commerce)

Bill my credit card: Visa / Mastercard / Discover / American Express

Card Number: _____ Exp. Date _____ (CID# _____)

Show rules, guidelines and tips will be mailed upon receipt of contract. Please sign and return as soon as possible.

Booths are assigned on first come, first served basis.

Exhibitor's Signature _____

Printed Name _____ Date: _____

FOR GTCC USE ONLY

Date Rec'd _____

Check # _____

Amount _____

Booth # _____

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