



Topeka Chamber BUSINESS EXPO



BE AN EXHIBITOR!

- Tuesday, Oct. 24, 2017
- Ramada Topeka Downtown, 420 SE Sixth Ave.
- Educational Sessions
- Luncheon Noon-1p.m.
- Expo 1-4 p.m. (open to public)
- Demonstration Areas
- Networking Social 4-5:30 p.m. (Chamber members and guests)

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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.

Special Events

- Luncheon - Reservations \$30 each
Please note: Lunch is NOT included with booth reservation.
- Networking Social - 4-5:30 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 10' wide x 8' deep white-draped display table and one chair

Eligibility

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

Promotion

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

Booth Prices

Size	Member Early Bird Fee (through Sept. 16)	Member Fee (after Sept. 16)	Non-Member Fee (any time)
10' wide x 8' deep	\$495	\$ 595	\$ 795
20' wide x 8' deep	\$800	\$950	\$1,395
Atrium: 10' wide x 8' deep	\$330	\$400	\$ 700
Nonprofit: 10' wide x 8' deep	\$300	\$350	\$ 670
8' table: Fountain/Atrium	\$200	\$250	\$350

Exhibitor Schedule

- Move-In: Tuesday, Oct. 24, 8 a.m.–noon. Exhibits must be ready by noon.
- Move-Out: Tuesday, Oct. 24, 5:30–7 p.m. No move-out before 5:30 p.m.

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

- Please remove all exhibitor property from the Ramada Topeka Downtown by 6:30p.m. on Tuesday, Oct. 24. 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

- This year door prizes will be given out by the Chamber with a minimum of two in the afternoon and two in the Chamber-only reception. Please consider supporting the door prizes as a sponsor for \$100 on the contract. Booths are still available to provide drawings in their booths but the winners will not be announced during the Expo.

Booth Awards

- Eight (8) exhibitor awards will be presented: Best of Atrium, Best First-Time Exhibitor, Most Interactive, Most Informative, Most Creative, Friendliest Booth, Best Product Demo/Technology and Best of Show.

Expo Manager

- Ashley Charest, Greater Topeka Chamber of Commerce
120 SE Sixth Ave., Suite 110 • Topeka, Kansas 66603
785.234.2644 • fax 785.234.8656
acharest@topekachamber.org



EXHIBIT SPACE CONTRACT

RETURN THIS FORM TO:

2017 Business Expo
 Greater Topeka Chamber of Commerce
 120 SE Sixth Ave., Suite 110 • Topeka, Kansas 66603
 785.234.2644 • fax 785.234.8656
 TopekaChamber.org



This agreement covers the rental space at the 2017 Business Expo sponsored by the Greater Topeka Chamber of Commerce Tuesday, Oct. 24. Please print. A packet of information will be sent to you at the end of August.

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 _____ EMAIL _____

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-served basis.

Size	Member Early Bird Fee (through Sept. 16)	Member Fee (after Sept. 16)	Non-Member Fee (any time)	Amount Due
10' wide x 8' deep	\$495	\$595	\$795	\$ _____
20' wide x 8' deep	\$800	\$950	\$1,395	\$ _____
Atrium: 10' wide x 8' deep	\$330	\$400	\$700	\$ _____
Nonprofit: 10' wide x 8' deep	\$300	\$350	\$670	\$ _____
8' table: Fountain/Atrium	\$200	\$250	\$350	\$ _____

Each single booth contains one 10' rectangular table and two chairs. If you need to change your booth set up, please select other options:

- no table extra 10' rectangular table no chairs 2 extra chairs one 4' round table
 Check box to receive your \$100 off New Member Discount (Joining from Oct. 25, 2016 to current).

ELECTRICITY (optional)

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

Number of outlets needed: _____ @ \$40 each \$ _____

LUNCH RESERVATIONS (optional) _____ @ \$30 each \$ _____

DOOR PRIZE SPONSOR DONATION _____ \$100 option \$ _____

Total Amount Enclosed _____ \$ _____

Full payment MUST accompany this application by Oct. 13, 2017. Early Bird Payment schedule is in effect through Sept. 16, 2017.

Payment, less 5 percent, is refundable up to Sept. 16, 2017.

- 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 a first-come, first-served basis.

FOR GTCC USE ONLY
 Date Rec'd _____
 Check # _____
 Amount _____
 Booth # _____

Exhibitor's Signature _____

Printed Name _____ Date: _____



120 SE Sixth Ave., Suite 110
Topeka, Kansas 66603-3515

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