



# Topeka Chamber BUSINESS EXPO

**Tuesday, Oct. 24, 2017**

**Ramada Topeka Downtown, 420 SE Sixth Ave.**

The Greater Topeka Chamber of Commerce is proud to host Topeka's premier BUSINESS EXPO. The Expo will be at the Ramada Topeka Downtown, 420 SE Sixth Ave., on Tuesday, Oct. 24. The Expo will be open to the public from 1-4 p.m. The Networking Social for Chamber members and their guests will be from 4-5:30 p.m.

The Expo is an excellent opportunity for you to connect with hundreds of potential customers in a single day. Exhibiting is a highly efficient way to introduce new products and generate prospects!

The event will be promoted via radio and television the week before the Expo, along with print advertisements.

## Sponsorship Opportunities

There are several levels of sponsorship available for this premier event:

**TITLE  
SPONSOR  
\$7,500**

**PLATINUM  
SPONSOR  
\$3,800**

**MEDIA  
SPONSOR  
\$4,000**

**NETWORKING  
SOCIAL  
SPONSOR  
\$2,000**

**EXPO  
LUNCHEON  
SPONSOR  
\$2,000**

Friend of the Expo Sponsor \$1,500 • Bag Sponsor \$1,000 • Exhibitor Hospitality Sponsor \$500 • Door Prize Sponsor \$100

### Sponsorship Benefits

Use the chart on the next page to compare various Expo sponsorship packages at a glance. Then complete and return the form on the back of this brochure or contact Ashley Charest at [acharest@topekachamber.org](mailto:acharest@topekachamber.org) for more information.



# Sponsorship Benefits

TITLE SPONSOR  
\$7,500

PLATINUM SPONSOR  
\$3,800

NETWORKING SOCIAL  
SPONSOR  
\$2,000

EXPO LUNCHEON SPONSOR  
\$2,000

FRIEND OF THE EXPO  
SPONSOR \$1,500

BAG SPONSOR  
\$1,000

EXHIBITOR HOSPITALITY  
SPONSOR  
\$500

DOOR PRIZE SPONSOR  
\$100

## EVENT MATERIALS – Company name and logo (where space allows) on these pieces:

1,600 Exhibitor registration forms	X	X	X	X	name only	name only	name only	
Print advertising	X	X						
Networking social invitation	X	X	X					X
Expo luncheon invitation	X	X	X	X				
Chamber website	X	X	X	X	X	X	X	X
Up to six weekly eNews mentions to Chamber members	X							
Topeka Business	X	X	X	X	X	X	X	
Complimentary Expo tickets to distribute	X	X	X	X	X	X	X	
Pre-event postcard reminder	X	X	X	X	name only	name only	name only	

## AT THE EXPO

Booth space	20' x 8' prime location	20' x 8' prime location	10' x 8' prime location	10' x 8' prime location	10' x 8' prime location	10'x8' prime location		
Complimentary electrical hookup	X	X	X	X	X	X		
Company logo on poster displayed at event	X	X	X	X	name only	X	name only	name only
Sponsor signage in booth	X	X	X	X	X	X	X	
Complimentary Expo lunch tickets	8	4	2	4				
Logo on 1,500 bags (you provide and distribute at event)						X		
Logo on sign in Hospitality area							X	

## MISCELLANEOUS

A set of mailing labels of all Chamber members (\$50 value)	X	X						
All Expo attendees in Excel format	X	X						
Recognition at Chamber Board meetings	July-October	October	October	October	October	October	October	October
Digital copy of event logo for use on your website or marketing materials	X	X	X	X	X	X	X	X



# SPONSORSHIP REGISTRATION

## 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 form is for **sponsorship registration**. Exhibitor contract form is on the back page.

**Contact Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email for Contact Person:** \_\_\_\_\_

**Check is enclosed.**

**Please charge my credit card:**  Visa  MasterCard  Discover  American Express (security code) \_\_\_\_\_

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Name as It Appears on Card:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please send an invoice.**

### **Please sign us up as a:**

- Title Sponsor (\$7,500) - 1 available
- Platinum Sponsor (\$3,800)
- Media Sponsor (\$4,000) - 1 available
- Networking Social Sponsor (\$2,000)
- Expo Luncheon Sponsor (\$2,000)
- Friend of the Expo Sponsor (\$1,500)
- Bag Sponsor (\$1,000) - 1 available
- Exhibitor Hospitality Sponsor (\$500) - 1 available
- Door Prize Sponsor (\$100)

Sponsorships will be reserved on a first-paid, first-reserved basis.

## **Please respond by June 15, 2017.**

Ashley Charest at [acharest@topekachamber.org](mailto: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 contract 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 \$ \_\_\_\_\_

**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.

Exhibitor's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

### FOR GTCC USE ONLY

Date Rec'd \_\_\_\_\_

Check # \_\_\_\_\_

Amount \_\_\_\_\_

Booth # \_\_\_\_\_