



# EXHIBIT SPACE CONTRACT

## RETURN THIS FORM TO:

2016 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 2016 Business to Business Expo sponsored by the Greater Topeka Chamber of Commerce Tuesday, Oct. 25. 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	\$450	\$550	\$699	\$ _____
20' wide x 8' deep	\$730	\$850	\$1,200	\$ _____
Atrium: 10' wide x 8' deep	\$300	\$315	\$500	\$ _____
Nonprofit: 10' wide x 8' deep	\$280	\$300	\$500	\$ _____
8' table: Fountain/Atrium	\$150	\$200	\$250	\$ _____

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. 28, 2015 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. 14, 2016. Early Bird Payment schedule is in effect through Sept. 16, 2016.

Payment, less 5 percent, is refundable up to Sept. 16, 2016.

- 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 # \_\_\_\_\_