



SADDLE UP FOR THE

2011 HOME & BUSINESS EXPO

Wabash County Chamber of Commerce Event

210 South Wabash Street, Wabash, IN 46992

Telephone: 260.563.1168 Email: info@wabashchamber.org



Attention Exhibitors!

Maximize your business exposure by participating in the Wabash County Chamber of Commerce 2011 Home & Business Expo. Join us at the impressive Honeywell Center in Wabash, IN, on March 5 and 6 for Vendor2Vendor, as well as Vendor2Customer networking. The improved layout and controlled traffic flow through all areas of this vast center will bring nearly 3000 visitors to your booth area.

Visitors to the Expo enter the northeast doors and travel through the expansive stage area, around the gallery and through the large central lobby, and continue on through the gymnasium. The gym stage is utilized for special presentations and entertainment, and we invite you to speak to us about a demonstration you may wish to offer our attendees.

Saturday night is host to a special VENDORS ONLY, fun-filled, networking event. Amid the ambience of the Honeywell Room, with heavy hors' douevres and cash bar, each vendor is granted microphone time to showcase their business before the other vendors. This event is held immediately at the close of Saturday's regular show hours. Vendors are entered into a drawing for an opportunity to win a special prize package.

Participation in the 2011 Expo is not limited to having a booth. You may also contribute by being a sponsor or donating a gift for our door prizes or raffle. The theme for this year is "Saddle Up for the 2011 Business Expo." We hope this theme will spark ideas for decorating, games and activities in the booths.

We look forward to another successful Expo for your company in 2011. Please return the registration form and Exhibitor Agreement as soon as possible to ensure your booth space.

Phil Brown
Expo 2011 Chair



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FOOD VENDOR INFORMATION FORM

LAYOUT AND TRAFFIC FLOW: Booths for the 2011 Expo will be located on the Ford Theater Stage and in the Theater Lobby with additional exhibits, food court and entertainment in the Gym. There will be only one entrance to the show, through the theater lobby entrance off the patio area. All visitors will be directed through the theater and lobby then into the gym. All the activities will be on the main level of the Honeywell Center.

SHOW HOURS: Saturday, March 5, 2011 9:00 a.m. - 4:00 p.m.
Sunday, March 6, 2011 11:00 a.m. - 4:00 p.m.

10' X 8' BOOTH INCLUDES: Curtains on sides of booth 3' high
Backdrop curtain 8' high
Sign with exhibitor's name (8" X 22")
One 8' skirted table and two chairs
Showcase publicity (exhibitors urged to do additional advertising)
Electrical hookups

SET UP TIME: Friday, March 4, 2011 3:00 p.m. - 9:00 p.m.
Saturday, March 5, 2011 8:00 a.m. - 8:30 a.m.

TEAR DOWN TIME: Sunday, March 6, 2011 4:00 p.m. - 6:00 p.m.

ALL AREAS! NO EARLY TEAR DOWNS! FEE ASSESSED FOR EARLY TEAR DOWN!

RESERVATIONS: Reservations must be accompanied by booth rental fee. Make checks payable to Wabash County Chamber of Commerce, 210 S. Wabash St., Wabash, IN 46992. Major credit cards accepted. Reservations may be made on-line at www.wabashchamber.org. The Chamber will assign booths as reservations are received and send exhibitor acknowledgement and booth number. The Chamber reserves the right to move a booth location in order to handle any unexpected special needs.

BOOTH RENTAL

Chamber Members
\$50 by February 4

Non-members
\$100 by February 4





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FOOD VENDOR REGISTRATION FORM

Company _____

Address _____ City _____ State _____ Zip _____

Contact Name _____ Telephone _____

Email: _____

Booth & Electrical Needs - Check the appropriate boxes

- Chamber member — # of booths _____ @ \$50 = _____
- Non-member — # of booths _____ @ \$100 = _____
- Number of electrical outlets needed _____ @ 110v
- Number of electrical outlets needed _____ @ 220V
- Amps required _____ (no additional cost)



Total _____

DEADLINE — February 4

PAYMENT OPTION MUST ACCOMPANY BOOTH REGISTRATION!

Total enclosed \$ _____ Check # _____ payable to Wabash County Chamber of Commerce

Amount Paid Online \$ _____

Please charge my: VISA _____ M/C _____ American Express _____ Discover _____

Acct No. _____ Expiration Date _____ Security Code # _____

Signature _____

Name to appear on exhibit sign _____

Detailed list of food items and prices _____

One 8' covered and skirted table with two chairs is provided. To order additional tables, skirting, etc., contact the Chamber office at 260-563-1168. Booth will be located in the gym

Please mail completed reservation form **WITH PAYMENT OPTION** by February 4 to: **Wabash County Chamber of Commerce, 210 S. Wabash St., Wabash IN 46992 OR Fax to 260-563-6920 OR Register on-line at www.wabashchamber.org**



210 S. Wabash Street, Wabash, IN 46992
Voice: 260.563.1168 FAX: 260.563.6920
Email: info@wabashchamber.org URL: www.wabashchamber.org

Exhibitor Agreement

Please Read, Sign, and Return with Registration Form

All exhibitors are allowed and encouraged to network and promote their business to the other exhibitors as long as it does not interfere with the running and operation of the solicited exhibitor's booth. **NO ONE** will be allowed to solicit without a paid booth registration.

Exhibitor, and all parties participating in an exhibit, must wear exhibitor identification badge when networking on the show floor with fellow exhibitors. Badges will be provided by show management.

Exhibitor agrees to the set up and tear down times of the show as stated in the registration information. An Early Tear Down Fee of \$50 will be charged to any exhibitor dismantling their booth before 4:00 p.m. on Sunday, March 6. **Exhibitor** should have their booth staffed at all times during show hours.

Any damage caused to the Honeywell Center floor due to the set up and/or placement of exhibitor's products, etc. is the responsibility of the exhibitor. Appropriate recompense will be determined by the Honeywell Center.

Security is the responsibility of the exhibitor. You may want to cover your displays. The building will be locked after show hours. It will be opened at 8:00 a.m. on Saturday and 10:00 a.m. on Sunday.

No display booth is allowed to extend beyond the perimeters of the space provided or block another exhibitor.

Selling to the public is allowed, however, exhibitor is responsible for their own sales tax.

If you are serving food in your booth, all applicable permits must be displayed.

We do not guarantee the space you request; however, we will try to do our best to accommodate you. Should it become necessary to move you once you have been assigned a booth, we will do our best to place you as close as possible to your requested space.

No booth spaces will be held without a credit card. If planning to pay by check and it is not included, a credit card must be provided to hold your space. Check must be received within 10 days or your card will be charged for the total fees. Make check payable to Wabash County Chamber of Commerce.

No refund will be given after February 4, 2010. The resale of booth space is prohibited.

Wabash County Chamber of Commerce and Expo Committee are not responsible for personal injury or loss of money or property while you are participating in this show. Insurance is the responsibility of the exhibitor.

The Chamber is not responsible for two similar businesses registering. If your company does not allow this, please check the exhibitor listing periodically for updated company information. The Wabash Home & Business Expo allows multiple businesses in the same category to exhibit. As a Chamber member benefit, all members will be given preference and first right of refusal.

Exhibitors may park by the doors on the circle drive for loading and unloading only. Vehicles must be moved as soon as loading/unloading is completed. Exhibitors may use the west parking lot during show hours. Exhibitors only may enter through west gym doors prior to show hours.

The Honeywell Center is a non-smoking facility! Please advise your staff. We appreciate your cooperation in this matter.

I have read and agree to the rules and regulations as outlined above.

Name _____ Title _____

Company _____ Date _____
(Please make a copy for your records.)