



WHAT: Business to Business Expo

WHEN: September 17, 2009
11:00am - 5:00pm

WHERE: Holiday Plaza Mall

WHY: Business Development



BULK RATE
U.S. Postage
PAID
West Memphis, AR
Permit No. 174

Crittenden County Business Expo
West Memphis Chamber of Commerce
P.O. Box 594
West Memphis, AR 72303



What?

The eighth annual Crittenden County Business Expo is produced by the West Memphis Chamber of Commerce. The focus of the event is to provide a venue for development of business-to-business relationships and create awareness of the goods and services offered to Crittenden County.

When?

Business Expo
Thursday, September 17, 2009
11:00 a.m. – 5:00 p.m.
Business After Hours
Thursday, September 17, 2009
5:00 p.m. – 7:00 p.m.

Perks and Pluses

Each exhibitor will receive the following:

- 8' x 8' booth with 8' backdrop and 3' draped sides.
- One 6' draped table with two chairs
- Company identification sign
- Two complimentary box lunches
- Special invitation to Business After Hours
- Opportunity to win exciting door prizes
- Exhibitor Hospitality Lounge
- Electricity available
- Publicity campaign to boost attendance
- Announcements sent to area media
- E-mail and direct mail to area chamber members
- Promotion in the Chamber newsletter
- News release
- Listings in *The Times*



How?

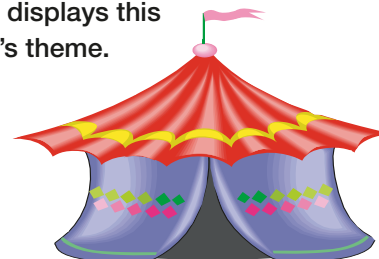
You may exhibit in the expo by completing the contract and returning it signed, with a check made payable to the West Memphis Chamber of Commerce. All contracts for exhibition must be in by Friday, September 4, 2009. The Chamber is not obligated to accept any contracts after that date. You will not be able to reserve a booth until a check has been received.

Where?

Crittenden County Business Expo will be held at the Holiday Plaza Mall located at 1800 N. Missouri, West Memphis, AR.

Theme

The Chamber is encouraging vendors at this year's Expo to incorporate a circus theme into their exhibit. Vendors using the theme will be eligible for a Best Booth award that will be given to the booth that best displays this year's theme.



Bonus Event

Business After Hours
Business after Hours gives chamber members and other business leaders an opportunity to meet and exchange business information and leads. Special invitations will be issued to purchasing decision makers from the Mid-South. The "Business After Hours" will be held in the Event Venue from 5:00 pm – 7:00 pm, Thursday, September 17, 2009.

TERMS OF CONTRACT FOR EXHIBIT SPACE

Statement of Policy: All exhibitors regardless of size will be given opportunity, within reason, to present their product or service in the most effective manner to the audience.

A signed contract and payment in full is required before assignment of space can be made. All booths will be reserved on a first come, first serve basis. The Business Expo Committee will decide location of the booth at a later date. Space is limited to a maximum of two (2) booth spaces per exhibitor. Contract deadline is September 4, 2009.

All aisles and spaces not leased will be under the control of the Chamber of Commerce. All displays, distribution of literature and demonstrations shall be made inside the space contracted. No items may be placed in the aisle. Exhibitors may not sublet or share space without the knowledge and consent of the Chamber of Commerce. A least one person must staff booths at all times during show hours.

The Chamber of Commerce, Business Expo sponsors and the property owner disclaim liability for damages or losses due to fire, theft, accident, vandalism or other causes. The Chamber, Business Expo Sponsors, and the property owner will not be responsible for electrical or related failures. Exhibitors wishing to insure their goods must do so at their own expense. The exhibitor shall at all times protect, indemnify, save and hold harmless the Chamber, Business Expo sponsors and the property against any and all loss, damage, liability or expenses arising out of exhibitor's occupancy and use of Expo premises during or subsequent to the period of exhibition.

All exhibitors will observe move in and move out times.

Exhibitors will be allowed to move in starting at 1:00 p.m. to 8:00 p.m. on Wednesday, September 16th. All booths should be completely set-up by 8:00 p.m. that day.

No Exhibitors shall begin breakdown of booth or removal of exhibited material until the show is officially closed on Thursday, September 17th at 5:00 p.m. All exhibits must be removed by 9:00 p.m. Thursday, September 17th.

Electricity is available to the exhibit booths at a charge of \$25.00 per outlet.

Cancellation prior to September 12th will be eligible for a full refund. Cancellations after September 12th will not receive a refund.

No person or persons, other than exhibitors, will be permitted to conduct business on the floor without the express knowledge and permission of the Chamber of Commerce.

There will be no retails sales, cash exchanges or deliveries from any booth, except for the distribution of free samples and advertising items.

No smoking, no confetti.

Completed contract and payment should be mailed or delivered to: West Memphis Chamber of Commerce, 108 W. Broadway, West Memphis AR 72301. Phone 870.735.1134

EXPO 2009 CONTRACT FOR EXHIBIT SPACE

This form serves as your contract. Please read the terms of the contract outlined on the opposite page carefully before signing.

EXHIBITOR INFORMATION

Exhibitor/Company _____
 Contact Name _____ Phone _____
 Address _____
 City _____ State _____ ZIP _____
 Email _____
 Type business/product to be displayed _____

BOOTH SPECIFICATIONS

Please reserve the indicated number of booths in the following category:

- ____ Non-Member Rate \$225.00 each
- ____ Member Rate \$200.00 each
- ____ Electricity \$25 additional

If possible, please place me near ___ or away ___ from the following types of businesses:

Other special booth requests: _____

**Make check payable and mail to:
 West Memphis Chamber of Commerce
 PO Box 594 – West Memphis, AR 72303**

I have read and agree to the terms of the contract for exhibit space and affix my signature to commit to participate in Expo 2009 according to the terms stated.

Authorized Signature _____
 Title _____

- Move In September 16, 1:00–8:00pm
- Move Out September 17, 9:00pm
- Electrical Outlet Available
- 8' x 8' Booth with 6' table + two chairs

For Office Use Only:	
Booth(s) Assigned _____	
Amount Received \$ _____	
Date _____	
Sold By _____	

