

Small Business EXPO

Presented by *The Elk Grove Chamber of Commerce*

Vendor Registration and Regulations

Friday, August 13, 2010 8:00am-5:00pm - Wackford Complex, Elk Grove

Chamber Member Rate \$200.00 ↔ **Non-Member Rate \$350.00**

includes

- ◆ *Vendor Table* ◆ *Recognition in Event Marketing Materials* ◆
- ◆ *One Complimentary Luncheon Reservation* ◆

Vendor Rules and Regulations

1. Payment and completed and signed Registration Form are required to hold vendor space. Confirmation will be sent upon approval.
2. Vendor's company name will be listed in the printed event program if Registration Form and payment are approved by August 5, 2010.
3. No vendor space will be permitted for political purposes.
4. Vendor space will be approximately 8 x 10 feet and include one 8 foot table with drape and 2 chairs only. Electricity is not available.
5. Vendor Registration will take place from 7:30-8:15am on the morning of the event and is required no later than 8:15am.
6. Set up will run from 7:30-8:30am. Breakdown of vendor space is permitted after 1:00pm and must be completed by 2:00pm. No Exceptions.
7. All items (including garbage) except table, drape and chairs must be removed from your space upon departure.
8. All vendor displays must be open and staffed during the hours of 8:00am-1:00pm, therefore, we encourage you to send more than one person to work your table to allow for attendance at other activities.
9. The Chamber reserves the right to reject any Registration Form.
10. There will be no refunds except in the case of Registration Form rejection or unavailability of vendor space.
11. The Elk Grove Chamber of Commerce, Event Sponsors and the Cosumnes Community Services District will not be held responsible for lost or damaged items.

Please complete the following information

Company Name (as it will appear in marketing materials)

Contact Person

Address

email: _____

Phone: _____

Description of Business:

If paying by check please mail or deliver to Chamber of Commerce, 9370 Studio Court, Ste. 110, Elk Grove, CA 95758

Please charge this amount to my Credit Card \$ _____

Visa Mastercard American Express

Card Number

Exp. Date

Vendor Authorized Signature Required

Date

I agree that this registration form is a contract committing my company to vending space at the 2010 Elk Grove Small Business Expo and that I have read and agree to the rules and regulations herein.

Please send completed form to, fax 916-691-3810 or email chamber@elkgroveca.com