



Princeton-Mercer County Chamber of Commerce

Promoting Pride In Princeton & Mercer County

1522 N Walker St. Princeton, WV 24740

10th Anniversary!



Women's EXPO

Today's Woman
The Heart of the Community



Anchor Sponsor



Anchor Sponsor



Anchor Sponsor

March 22, 2011

Dear Exhibitor:

The Women's Expo Committee is proud to announce the **10th Anniversary** of our **Women's Expo!** The Women's Expo, sponsored by the Princeton-Mercer County Chamber of Commerce and our Anchor Sponsors, is slated for **October 28-29, 2011** at the Brushfork Armory in Bluefield, West Virginia.

To make this year's Women's Expo even more special we will combine two of our area's favorite seasons – Autumn and Christmas. So we have given this year's Expo a special theme: **"Fall Into Christmas."**

Since this is a special year for Women's Expo, we plan to step up the décor of the show area and we look forward to seeing the creativity of our exhibitors displayed in their booths, offering Expo attendees the best of their goods and services. We encourage you to decorate your booth in a Fall and/or Christmas theme in celebration of these wonderful seasons and Women's Expo's 10th anniversary.

In addition to the exhibits, there will be many other activities going on such as:

- ✓ **Center Stage activities and entertainment going all day.**
- ✓ **Great food will be available both days.**
- ✓ **Corporate Luncheon on Friday October 28th.**
- ✓ **Fashion Show & Luncheon for women, and children's fashion show on the 29th.**
- ✓ **Lots of Give-a-ways.**
- ✓ **And much more!**

If you do business with women, you need to be a part of the **2011 Women's Expo.** The expo is now being viewed as one of the best direct marketing opportunities for businesses and non-profit organizations in our area. It provides a way for you to meet your customers face-to-face. The purpose of the 2011 Women's Expo is to provide exhibitors the opportunity to increase sales, attract new customers and meet your regular customers. Women love to shop and it's a woman's world at this year's Expo.

Don't delay in securing your space! You'll find enclosed the **2011 Women's Expo** exhibitor's application or visit our web site at www.pmccc.com. For additional information please call the Princeton- Mercer County Chamber office (304-487-1502).

Sincerely,

Sharon Boggess
Women's Expo Co-Chair

Kathy Kirk
Women's Expo Co-Chair

2011 WOMEN'S EXPO
EXHIBITOR'S INFORMATION

DATE AND TIMES FOR SET UP AND DISMANTLE

- Set Up Date and Times: Thursday October 27, **8:00 a.m. – 5:00 p.m.**
- Place: Brushfork Armory – Bluefield, WV
- Dismantle Date and Time: Saturday October 29, **not before 5:00 p.m.**

EXHIBITOR'S PACKET will be given out to all Exhibitors on October 27 at registration.

1 Skirted Table and 2 chairs will be provided for your booth (2 tables and 4 chairs for double booth). If you have extra needs, please see Rules 7 & 8 below in Rules and Regulations

COLOR SCHEME: Rear Drapery is Black and Red; Booth dividers are Red; Table skirts are Black; Aisle carpet is Deep Red.

Change money will be available for Exhibitors needing to break large bills. Location and times will be announced.

Please Note Revisions in
EXHIBITOR CONTRACT, Paragraph 1

EXHIBITOR CONTRACT

This contract must be signed and returned with REGISTRATION FORM. Please keep a copy for your reference.

All exhibits and exhibitors are subject to the following regulations. The word MANAGEMENT used herein refers to the show management, i.e., the Princeton-Mercer County Chamber of Commerce, and/or its successors or assigns, acting through its officers, directors, committees, agents or employees in the management of the show.

In consideration of the promise of PMCCC, or its successors and assigns, to rent exhibit space in the Women's Expo, the undersigned agrees to rent exhibit space at the Women's Expo, its successors or assigns, under the following terms and conditions, and at the rates indicated on the registration form.

Terms of payment for space: The undersigned understands that no definite assignment of space will be made without the required full payment of space rental. Additionally, while the Women's Expo committee makes every attempt to accommodate all exhibitors, due to concentrated influx and timing of registrations received by the PMCCC office, a particular booth location cannot be guaranteed. Booth locations will be assigned **in good faith** and with as much cooperation as possible, according to the sole discretion of the Women's Expo Committee.

Price of booth space includes a **REFUNDABLE deposit of \$25**, to be refunded to the exhibitor after the close of the show, exclusively provided the exhibitor **DOES NOT** tear down prior to 5:00 PM on Saturday, October 29, 2011. **This rebate does not apply to the Crafters booths.**

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1. **INSTALLATION AND DISMANTLING OF EXHIBITS:** Exhibitors may set up their booths starting at **8:00 AM, THURSDAY OCTOBER 27 TILL 5:00PM THE SAME DAY. IMPORTANT:** DISMANTLING OF EXHIBITS WILL NOT BE ALLOWED TO BEGIN UNTIL AFTER THE SHOW CLOSING, SATURDAY OCTOBER 29, AFTER 5:00 PM. ANY EXHIBITOR TEARING DOWN BEFORE 5:00 PM ON SATURDAY, OCTOBER 29, **WILL FORFEIT THE REFUNDABLE DEPOSIT.**
 2. **ARRANGEMENTS OF EXHIBITORS:** Only **ONE** paid exhibitor per booth. Exhibits shall be arranged as not to obstruct the general view or hide the exhibits of others. **Exhibits MAY NOT extend outside the confines of the booth space into the general traffic aisle.** The management reserves the right to refuse installation of exhibits that do not conform to show regulations. Back walls, including signs, may not exceed an over-all height of 8 feet. Sidewalls may not exceed 3 feet in height unless satisfactory arrangements can be worked out with adjoining booths and meet approval of the show management.
 3. **MOVING PICTURES, SOUND DEVICES AND LIGHTING:** Exhibits which include the operation of musical instruments, radios, VCR equipment, public address systems, or any noise making machines must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the show management.
 4. **BOOTH ENTERTAINMENT:** If you feature entertainment in your booth, the entertainers must do so only in your booth and not on the floor or in the way of or inside other exhibit booths!
 5. **MAINTENANCE:** All booths must be cleaned and swept after each show. Should you desire to hire someone to clean out your booth, contact the Armory officials at (304) 589-3361.
 6. **BOOTH WORKERS:** A maximum of 5 (five) exhibitor temporary passes will be made available at the main entrance for your booth workers. Your booth workers will pick up a pass when they arrive and relinquish the pass when they leave the premises. Any booth workers exceeding 5 at a time will require a paid admission.
 7. **INSURANCE:** Exhibitors shall, at no cost to the Management, obtain adequate and reasonable liability and property damage insurance from responsible insurance companies legally authorized to sell such insurance such insurance by proper Certificate of Insurance. The Show Management is to obtain adequate liability insurance of \$1,000,000.00 for the entire show dates.
 8. **EQUIPMENT RENTAL:** Your booth comes with a skirted table, 2' x 6', and 2 chairs. Extra chairs and tables, carpet and other accessories, may be rented from Hollins Exhibits. Contact Robyn Smith of Hollins Exhibits, Roanoke, Virginia, at 1-800-574-3940 or (540) 362-3940.
 9. **TELEPHONE SERVICE:** Frontier Communication provides free wireless internet for exhibitors inside the Armory. If you need special telephone service to your booth, please call Frontier Communications at (304) 487-6195.

Disclaimer:

The PMCCC Women's Expo and the hosting facility shall not be responsible for any loss, damage, or injury that may occur in the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by exhibit application. The exhibitor, in signing this contract, expressly releases the PMCCC Women's Expo and/or the hosting facility from, and agrees to indemnify same, against and all claims for such loss, damages or injury.

Signature: _____

Date: _____

Position of Signer: _____

2011 Women's Expo REGISTRATION FORM

Please print clearly or type – Thank You!

BUSINESS OR FIRM

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

Please describe your exhibit setup and planned booth activities: _____

Show Dates: October 28-29, 2011

(Exhibitor Setup Day: Thursday October 27, 8 a.m. - 5 p.m.)

Brushfork Armory - Bluefield, WV

SHOW HOURS: Friday, 9 a.m.-8: p.m.; Saturday, 9 a.m.-5 p.m.

RULES AND REGULATIONS: The undersigned has read and understands the rules and regulations that are a part of this agreement.

Signed EXHIBITOR CONTRACT MUST accompany this REGISTRATION FORM.

Payment in full must be received by September 10, 2011.

Signature: _____

Position of signer: _____ Date: _____

Please execute and return with payment. Make checks payable to: PMCCC
Return to: PMCCC, 1522 N. Walker St., Princeton, WV 24740
Fax: (304) 425-0227

**SPONSORSHIP
OPPORTUNITIES**
See next page

After receipt of this form and contract at the chamber office, you will receive a confirmation via either **email or regular mail.**

EXHIBIT BOOTH PRICES – Please indicate your choice and quantity**

***Price includes \$25 REFUNDABLE deposit (see EXHIBITOR CONTRACT) **Double booths must be equal sizes**

PACKAGE	DESCRIPTION	EARLY BIRD PRICE Must be PAID by July 31, 2011	REGULAR PRICE If PAID after July 31, 2011
Standard Booth	8 ft x 10 ft space, back-draped in red & black, 1- 6 ft table skirted in black, and 2 chairs	* _____ \$325	* _____ \$350
Deluxe Booth	10 ft x 10 ft space back-draped in red & black, 1- 6 ft table skirted in black, and 2 chairs	* _____ \$375	* _____ \$400
Crafters	10 ft x 10 ft space back-draped in red & black	_____ \$50 + 15% of gross	

SPONSORSHIP OPPORTUNITIES for WOMEN'S EXPO 2011

Sponsorship Levels (In order to be included in advertising this form **must be received before June 1, 2011**)

Please indicate your desired sponsorship level and return this form **in addition to** your exhibitor contract.

_____ **Diamond Sponsor Signup Deadline - June 1** **\$3,500**

1. Sponsor credit in Advertising –Adventure Radio, 95.9 WSTG, WVVA-TV and PMCCC Flyers and monthly newsletter *The Chamber Challenge*
2. Two 10x10 Exhibitors Booth, including 2 skirted tables, 4 chairs.
3. Your logo on the corporate banners displayed at the Expo.
4. Your logo with a link to your web site on the Women's Expo webpage.

_____ **Platinum Sponsor Signup Deadline - June 1** **\$2,500**

1. Sponsor credit in Advertising –Adventure Radio, 95.9 WSTG, WVVA-TV and PMCCC's Flyers and monthly newsletter *The Chamber Challenge*
2. Two 10x10 Exhibitors Booth, including 2 skirted tables, 4 chairs.
3. Your logo on the corporate banners displayed at the Expo.
4. Your logo with a link to your web site on the Women's Expo webpage.

_____ **Gold Sponsor Signup Deadline - June 1** **\$1,500**

1. Sponsor credit in PMCCC's Advertising (Flyers and monthly newsletter *The Chamber Challenge*).
2. Two 8x10 Exhibitor Booths, including 2 skirted tables, 4 chairs.
3. Sponsor Listing with a link to your web site on the Women's Expo webpage.

_____ **Silver Sponsor Signup Deadline - June 1** **\$1,000**

1. Sponsor credit in PMCCC's Advertising Flyers and monthly newsletter *The Chamber Challenge*.
2. One 8x10 Exhibitor Booth, including 1 skirted table, 2 chairs.
3. Sponsor listing on the Women's Expo webpage.

_____ **Bronze Sponsor Signup Deadline - June 1** **\$500**

1. Business Recognition
2. Sponsor listing on the Women's Expo webpage.

_____ **Friends of Women's Expo -** **\$50**

1. **10 FREE Tickets**
2. Sponsor listing will be displayed on a sign at Women's Expo.

Make check payable to: PMCCC

**1522 N. Walker Street
Princeton, WV 24740
(304) 487-1502**

I would like to be included as a sponsor of PMCCC WOMEN'S EXPO 2011 at the level indicated above.

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Website (for link): _____