



The Reed City Area 15th Annual Community and Business Expo



Dear Prospective Reed City Area Chamber of Commerce – Community & Business Expo Agency:

Plans for the 2018 Expo are well under way, and we hope you will be joining us on **November 8, 2018**. This packet includes all the information you'll need to complete and submit your Agency Information to reserve a booth.

**Reed City Area
Community & Business EXPO!
Reed City High School – 225 W Church Ave
November 8, 2018
5-7PM**

Last year's event showcased over **50** exhibitors to over **1,000** attendees. The Reed City Area Chamber of Commerce Business Expo is a great way for you to promote your business | agency to the community. We made some changes with hopes to increase community participation.

Be sure to read your packet for complete information to ensure proper booth set up.

IMPORTANT DEADLINE: To be included as an agency in the marketing and agency agreement must be received by: **10/19/18**. The earlier you register, the more promotion you receive.

Although membership is not required to participate, now is a great time to become a Reed City Area Chamber of Commerce Member! If you have any questions, or would like more information about membership, please call (231) 832-5431 or email koneil@reedcity.org

NEW EXPO! ENGAGEMENT OPPORTUNITY

We are looking forward to a great EXPO! In order to provide a great family experience for attendees, we are asking you to plan a **'FAMILY INVOLVEMENT'** activity at your booth. Need ideas? Please email jwimmer@moisd.org for a list of inexpensive ideas.

Please **TAKE TIME** to review the Agency Agreement Requirement Section to ensure the day is a success.

Please contact me with any questions concerning your agency booth.

2018 Community & Family EXPO! Committee

Kim O'Neil, Executive Director

Phone: 231.832.5431 | Email: koneil@reedcity.org

200 N. Chestnut Street | PO Box 27, Reed City, MI 49677



2018 Reed City Area Chamber of Commerce Community & Business Expo!

Exhibitor Agreement

ASSIGNMENTS – Agencies will receive the same booth as 2017 [unless otherwise agreed upon] upon receipt of the following: **A.)** completed Agency Agreement and Family Involvement Activity Form.

Booth assignments may be altered by the committee for the betterment of the EXPO!

1. AGENCY|BUSINESS BOOTH SPACE AREA – Agencies are to be self-supporting and contained within the contracted booth space area. No raw or unfinished edges are to show to the aisles from any view. One 6' table are provided. Two chairs will be provided if requested. Be sure to mark the application properly. **Table covering is required but not provided free of charge. No balloons or alcohol allowed!**

ELECTRICAL SUPPORT – 110 volt electrical service may be available to you. Agencies are responsible for providing their own electrical cords and other electrical devices. If you **require electricity** there are limited booths that are available – please contact Kim O'Neil to ensure your previous booth will provide the best 2018 experience.

2. FOOD GIVEAWAYS AND SALES – The sale or giveaway of **food and drink is strictly prohibited** without prior approval by the EXPO Committee. However, wrapped candy is acceptable to giveaway without prior approval.

3. BOOTH SET UP AND TEAR DOWN TIMES – Agencies may set up booths on **Thursday, November 8, 2018, at 3:30pm**. Booths must be completely in place and set up by 4:30pm and they are to remain intact until the close of the EXPO at **7:00p.m.** *Exhibitors have until 8:00pm to remove contents from the building.*

4. BOOTH STAFFING AND SECURITY – Booths must be staffed during all EXPO hours. The RCACC and Reed City High School assume no responsibility for theft or damage of exhibitor property. All Agency property is the responsibility of the Agency. Only Agency staff is allowed to enter EXPO prior to EXPO public entrance times.

5. PARKING – Agency personnel are to **park in the lower level of the High School**. This will allow attendees better access to the EXPO.

6. RAFFLES AND GIVEAWAYS -- Agencies are encouraged to offer raffles and giveaways at the event. If you would like your winners announced at the event, we are happy to do so. Please just let us know prior to the event the details of your raffle and your winners will be announced when necessary.



Agency Agreement

Reed City Area EXPO!

Attn: Kim O'Neil, Executive Director
200 N. Chestnut Street | PO Box 27
Reed City, MI 49677

Phone: 231.832.5431

Email: koneil@reedcity.org

Website: www.reedcity.org

Location: Reed City High School, 225 W Church Street, Reed City

Exhibit Date: Thursday, November 8, 2018 5:00- 7:00PM

Please complete and scan and email or send to the address above prior to Friday, October 19, 2018.

Agency Business Name _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Family Involvement Activity

Activity Name _____

Activity Description [for marketing purposes] _____

I acknowledge I have read this Agreement and hereby agree to comply with all its terms stated in the Agency Agreement Requirements included in this packet.

I also understand that agency area is to remain intact until the close of the EXPO and must be removed by 8PM.

Signature _____ Title _____ Date _____

Please return a signed copy of this Agreement to confirm your booth.

