



Henderson Chamber of Commerce

2010 Business Expo

Thursday, October 28, 2010

5-7:30 p.m.

Henderson Convention Center
Grand Ballroom-Main Floor

Doors Open at noon for Set-up

EXHIBITOR APPLICATION FORM

Booth Fee: \$50

Company/ Organization: _____

Contact (name): _____ Title: _____

Address: _____ Zip Code: _____

Phone #: (_____) _____ ext. _____ Cell: (_____) _____

Fax #: (_____) _____ Email: _____

Website: _____

Check here if you are requesting electricity for your booth. We will we do our best to accommodate this request but it cannot be guaranteed. Vendor will be notified in advance if this request cannot be met.

Description of Exhibit and Materials

Please briefly describe what products and/or services you will be promoting, what materials you will bring, and how you feel they will benefit the participants attending the Business Expo.

Instructions for Exhibitor Application:

Exhibit space is limited. To reserve your space, complete this form and mail along with your payment. Incomplete applications will not be processed. Reservations are confirmed only when full payment (\$50) is received. If emailing and/or faxing, note that applications are not reviewed until payment is received in full. Cash, check and major credit cards American Express are accepted as payment.

Method of Payment

Check:

Make checks payable to: Henderson Chamber of Commerce – 2010 Business Expo

Henderson Chamber of Commerce
c/o Business Expo
590 S. Boulder Hwy.
Henderson, NV 89015

Fax/Email:

Fax your application (Attention: Judy Fara) to: 702.565.3115

Scan and email your completed application to: jfara@hendersonchamber.com

AMOUNT: \$50.00

MasterCard Visa Discover Am.Express Check No. _____

Credit Card #: _____ Exp. Date: _____

Cardholder Signature: _____

Exhibitor Confirmation:

The chamber reserves the right to determine the eligibility of any company or product for inclusion in the Business Expo. If you have been selected to be an Exhibitor at the Business Expo, you will receive an electronic confirmation. This electronic confirmation will serve as your receipt for the event. **To maintain diversity among exhibitors, the chamber will allow for no more than three like-minded organizations to exhibit during this event. Space is very limited and is based on a first come, first served basis.**

Booth Information:

Table locations will be determined by Event Coordinators. Exhibitor space is approximately 10 x10 feet and includes (1) one eight ft. table and (2) chairs. Table cloths are not provided. All exhibitors will have access to exhibition space at 12 noon the day of the expo in order to set-up materials.

Refunds:

Once you have been notified of your acceptance as an Exhibitor, your payment will be processed. There are no refunds.

Deadline for Application:

The deadline for exhibitor applications Friday, October 22, 2010. Tables are on a first come, first serve basis.

Event Set-Up/Take Down:

Exhibitors will set up between 12 noon and 4 p.m. the day of the expo. Doors open to the public at 5 p.m. We ask that exhibitors respectively close their booths at 7:30 p.m. At 8:30 p.m. exhibitors are responsible for complete removal of materials from the venue.

For more information, please contact the Henderson Chamber at: 702.565.8951 or info@hendersonchamber.com.

The Chamber is not responsible for any theft, loss, or damage. Each exhibitor will be responsible for their property and for their booth space. The Expo is smoke-free and as much as possible scent-free. Burning of candles and incense is prohibited.

Exhibitor grants permission to the Chamber to film exhibits for future website promotion/marketing opportunities.