

LORAIN COUNTY CHAMBER OF COMMERCE

# EXPO



Presented by  **FIRST FEDERAL LAKEWOOD**®

## November 7, 2019



**EXPO 2019 Sponsor and Exhibitor Information Packet**



Presented by  **FIRST FEDERAL LAKEWOOD.**

## **Date, Time and Location**

November 7, 2019

3:00pm—7:00pm

Tom's Country Place  
3442 Stoney Ridge Rd.  
Avon, Ohio 44011

## **General Information**

- |               |   |
|---------------|---|
| <b>1:00pm</b> | Set –up                                       |
| <b>2:30pm</b> | Exhibitors and Food Vendors need to be ready. |
| <b>3:00pm</b> | Doors Open                                    |
| <b>7:00pm</b> | Doors Close                                   |

## **Door Prizes**

Each exhibitor may offer a door prize at your booth. You must draw and distribute your own prizes.

## **Electricity Information**

Electricity is available upon request. Please bring your own extension cords.

## **Exhibitor Information**

- One 6ft table with table cloth will be provided.
- Do not attach anything to the walls or ceiling.
- No retail sales.

## **Food Exhibitor Information— (Food vendors must be a chamber member)**

- Food vendors will be provided with two 6ft tables with table cloth. One table in front and one in back for food prep.
- Food exhibitors are to provide at least 1 food item/appetizer sample per person. We suggest that you provide at least 400 samples that are easy to eat when walking.
- All supplies must be provided by food vendor. This includes utensils, plates, sternos, warmers, etc.
- Food vendors are asked to use chafers and sternos as booths with electricity is limited.
- No storage, refrigeration or kitchen facilities will be available.
- No food preparation will be allowed onsite.
- Trash containers will be provided.



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## **SPONSORSHIP INFORMATION**

### **SPONSORSHIP LEVELS** (Sponsors must be a chamber member)

#### **Premier Sponsor—\$3000**

- Company Logo will appear on all publicity material (including bags, postcards, event signs and on floor plan)
- Logo included in pulse Magazine ad
- Logo included in puLse Magazine thank you ad after event
- Logo link will be included in emails.
- Facebook and Twitter promotion of your business on the Lorain County Chamber of Commerce page
- Company Name included in Radio spots
- Logo on County Chamber website Expo page
- Attendee list provided after event
- Sponsors will be provided with a double booth (2- 6ft covered tables next to each other )with Priority Placement on show floor

#### **Platinum Sponsor - \$1000**

- Company Logo will appear on all publicity material (including bags, postcards, event sign, and on floor plan)
- Logo included in pulse Magazine ad
- Logo included in in puLse Magazine thank you ad after event
- Logo link will be included in emails.
- Facebook and Twitter promotion of your business on the Lorain County Chamber of Commerce page
- Company Name included in Radio spots
- Attendee list provided after event
- Sponsors will be provided with a 6ft covered table with Second Priority Placement on show floor

#### **Gold Sponsors - \$500**

- Company Logo will appear on all publicity material (including bags, postcards, event sign, and on floor plan)
- Logo included in pulse Magazine ad
- Logo included in in puLse Magazine thank you ad after event
- Logo link will be included in emails.
- Facebook and Twitter promotion of your business on the Lorain County Chamber of Commerce page
- Attendee list provided after event
- Sponsors will be provided with a 6ft covered table with Third Priority Placement on show floor

#### **Silver Sponsors - \$350**

- Company Name will appear on all publicity material (including bags, postcards, event sign, and on floor plan)
- Attendee list provided after event
- Sponsors will be provided with a 6ft covered table with Fourth Priority Placement on show floor.

**Sponsorship deadline is September 13, 2019**

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## **EXHIBITOR INFORMATION**

### **EXHIBITORS**

**Exhibitors will be provided with one 6ft table and one table covering. No retail sales. Limited Electricity will be available. First paid first serve.**

#### **Chamber Member Pricing**

\$225 Chamber Members before October 18, 2019

\$275 Chamber Members after October 18, 2019

#### **Non-Chamber Member Pricing**

\$375 Non-Members before October 18, 2019

\$400 Non-Members after October 18, 2019

Food Vendor (See specific food vendor agreement for details)

**Exhibitor deadline is October 18, 2019**



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# 2019 Registration Form

Check box and complete payment form. Read all guidelines and requirements as indicated on exhibitor forms. No cancellation and or refund will be given.

## Sponsorship (All Sponsorships include an exhibitor table. Must be a Chamber Member.)

Premier Sponsor - \$3000

Platinum Sponsor—\$1000

Gold Sponsor—\$500

Silver Sponsor—\$350

## Exhibitor

\$225 Chamber Member before Oct. 18th

\$275 Chamber member after Oct. 18th

\$375 Non-Member before Oct. 18th

\$400 Non-Member after Oct. 18th

Food Vendor (Ask for specific food vendor information and details)

### Check Electricity preference below (limited availability)

Yes, I need electricity

No , I do not need electricity

**Please complete form below.**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Credit Card Information:

Card Holder Name \_\_\_\_\_

Card Holder Billing Address \_\_\_\_\_

Account Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV2 \_\_\_\_\_

Signature \_\_\_\_\_