

# 2017 Ashland Business Expo Registration Form

Saturday, November 11th, 10 a.m. – 1 p.m.

Ashland-Greenwood High School - 1842 Furnas St, Ashland, NE 68003

**Registration Deadline~ October 27th**

NOTE: Spaces and spaces with electricity are LIMITED. Please RSVP early!

Business Name: \_\_\_\_\_

(As to appear on booth sign)

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Please mark which booth you want to reserve below:

All booths are 8'x10', located in the gym with skirted tables, 2 chairs, identification sign & backdrop curtains. No Walk-Ins, all booths must be reserved by the deadline date in order for exhibitors to participate. FREE LUNCH INCLUDED

\_\_\_\_\_ **Chamber Member Booth** Cost: **FREE** (\$105.00 value)      \_\_\_\_\_ **Non-profit Booth** Cost: \$55.00

\_\_\_\_\_ **Chamber Non-Member Booth** Cost: \$60.00

**\*\*Special Offer\*\*** Become a 2018 Ashland Area Chamber of Commerce Member and receive your booth for FREE! (memberships start at \$85). Visit [Ashland-NE.com/business](http://Ashland-NE.com/business) for more information on how to join or call 402-944-2050

Electricity Needed? : \_\_\_\_\_yes \_\_\_\_\_no      Against Wall: \_\_\_\_\_yes \_\_\_\_\_no

Electricity and Wall Booths are LIMITED and only available on a First Come, First Serve basis according to the date the Registration form is received by the Chamber. No accommodations will be made the day of the event.

Get additional exposure for your business by providing a door prize to be awarded and announced during the Ashland Business Expo. Door prize giveaways must have a minimum value of \$25. Gift Certificate prizes may be mailed with your booth rental reservation forms. You may also offer your own prizes or giveaways at your booth.

DOOR PRIZE: \_\_\_\_\_yes \_\_\_\_\_no      Prize(s) Provided: \_\_\_\_\_

## BOOTH GENERAL RULES & INFORMATION

**DISPLAY:** Participants must keep their display within their allotted 8x10 booth space. Displays are not allowed in the aisles or outside of the booth space. You may request more than one booth with your reservation if you need additional space.

**SALES:** Sales are allowed at the Business Expo, however, you are responsible for charging sales tax and taking payments. If you sell goods at the expo, you must also provide purchasers with valid information on your sales and return policy, liability and contact information should they wish to follow up with you.

**SET UP:** School opens at 7:30am on Saturday, November 11<sup>th</sup>. Booths must be completely set up by 9:30am. Coffee and snacks will be provided for exhibitors in the common area before opening PLEASE ALLOW ENOUGH TIME TO SET UP!

**TEAR DOWN:** Begin no earlier than 1:00pm. Tear down of your booth must be completed by 2:00pm. Please do not leave your booth early, plan to be present for the entire event to represent your business.

**Registration Deadline: Check and Form Due October 27, 2017**

Mail your entry form and check to: PO Box 5, Ashland, NE 68003

All checks made payable to Ashland Area Chamber of Commerce. No refunds.

If you have questions, contact Brad Pfeiffer at [ashlandnechamber@gmail.com](mailto:ashlandnechamber@gmail.com) or call 402-944-2050