

# EXPO

THURSDAY, APRIL 4, 2019

## Business/Community

Connecting businesses, non-profit organizations, community leaders and individuals!



Wytheville Meeting Center  
333 Community Blvd., Wytheville

- 1:00 pm Display Set Up
- 2:00 pm B2B Exhibitor/Business Networking
- 4:00 pm Open to Public
- 6:15 pm Take Down Exhibit  
(Please do not take down Exhibit before this time.)

**Booth Reservation:** Approximate 8' x 8' Floor Space; One 6 ft. Table; Tablecloth and Skirting; Two Chairs; Wireless Internet  
*\*If your display requires a space larger than the 8' x 8' space included, you will need to reserve a second booth.*

- CHAMBER MEMBERS:**
- \$100 Pick Your Spot Per Booth *Reserved on a first come, first paid basis. LOCATION, LOCATION, LOCATION!*
  - \$85 Per Booth (No Pick Your Spot)

Make reservations now.  
Limited spaces available!

Location of booth spaces are based on the need for electricity.  
Will you need electricity?  Yes  No

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*\*If your display requires a space larger than the 8' x 8' space included, you will need to reserve a second booth.*

- NON-CHAMBER MEMBERS – Join the Chamber and receive immediate savings!**
- \$175 Pick Your Spot Per Booth *Reserved on a first come, first paid basis. LOCATION, LOCATION, LOCATION!*
  - \$155 Per Booth (No Pick Your Spot)

Location of booth spaces are based on the need for electricity.  
Will you need electricity?  Yes  No

Organization Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

- All door prizes will be the responsibility of the organization to collect entries and for drawings. Door prizes will be kept at each exhibit table.
- Booth registrations are on a first come-first paid basis; booths are only reserved after registration fee has been paid and are transferable but non-refundable. Deadline to register is March 28, 2019.

Return form with payment to: **Wytheville-Wythe-Bland Chamber of Commerce**



150 East Monroe Street / Wytheville, VA 24382  
276.223.3365 / f: 276.223.3412  
chamber@wytheville.org / www.wwbchamber.com

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### FAQ'S

- ✚ Exhibitor booths are approximately 8' x 8' floor space; if your display requires a larger space, you will need to secure a second booth
- ✚ Space includes one 6' table with cover and skirting; two chairs
- ✚ Exhibitors need to bring signs or place printed table covering over the cloth provided
- ✚ Wireless internet connection upon request
- ✚ Location of booth spaces are based on first come-first paid reservations and the need of electricity
- ✚ If you indicated you need electricity, be sure to bring an extension cord
- ✚ Exhibits must be set up by 1:45 pm and remain until 6:15 pm
- ✚ Door prizes will need to remain on your exhibit table. Determine your rules such as: present to win, etc. Bring entry slips, pens and container for entries. It is your responsibility to award prizes. We will help with announcing the winner should you want to give away during the Expo.
- ✚ Booths are transferrable but non-refundable; booths are only reserved after registration fee has been paid

### TIPS

- **Promote the Expo**

Create pre-event communications to invite current and potential customers to visit you at the Expo on April 4. (Email, Facebook, Twitter, Direct Mail)

- **Plan Your Exhibit**

Bring items such as giveaways, lights, extension cords, tape, printed materials, business name signs. Plan how you will attract people to visit your booth. The more you plan the more successful your exhibit will be. *It will be noticed.*

- **Work Your Booth**

Is your booth customer friendly? What kind of image do you want to present? Are you standing? Did you bring the right information and enough? Last year, over 500 individuals visited the Expo. Is staff prepared to answer questions? Remember there are two types of people attending: business representatives and the public.

**Stand and Smile!**

- **Follow-Up Follow-Up**

Collect names and/or business cards. Send them a message within 24 hours! Thank them for talking with you. Schedule a visit.

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