

EXPO

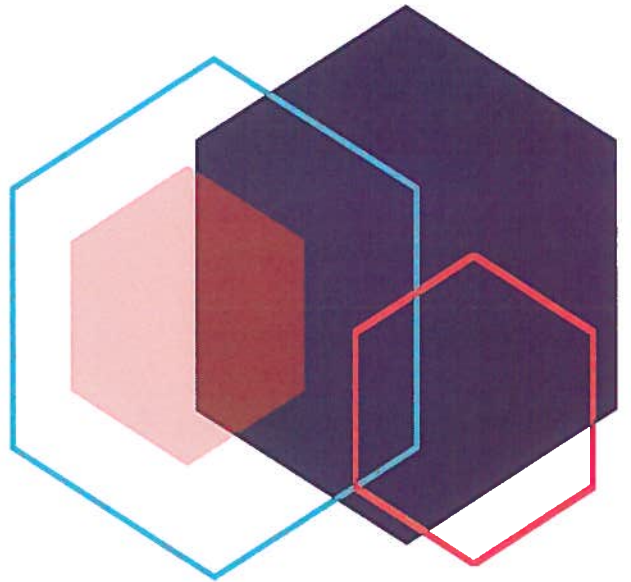
Tuesday, MAY 1, 2018

Business/Community

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

REGISTRATION
MAY 1, EXPO

NON-PROFIT
ORGANIZATIONS



Wytheville Meeting Center
333 Community Blvd.
Wytheville

12:30 pm	Display Set Up
2:00 pm	B2B Exhibitor/Business Networking
4:00 pm	Open to Public
6:10 pm	Take Down Exhibit

(Please do not take down Exhibit before 6:00 pm.)

Reservation Space: Approximate 8' x 8' Floor Space; One 6 ft. Table; Tablecloth and Skirting; 2 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.*

_____ **Non-Profit with a 501 IRS designation (or government entity) serving Bland and Wythe Counties that provides essential services in health, education and/or welfare, fees will be paid by Wythe-Bland Foundation.** (Fee subject to approval by Foundation.)

_____ **Other Non-Profit—\$75.00 Per Booth**

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



Organization Name: _____

Contact Person: _____ Email: _____

Address: _____ Phone: _____

Please donate a Door Prize with a minimum value of \$25 and bring to the Chamber registration table.

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



150 East Monroe Street / Wytheville, VA 24382

276.223.3365 / f: 276.223.3412

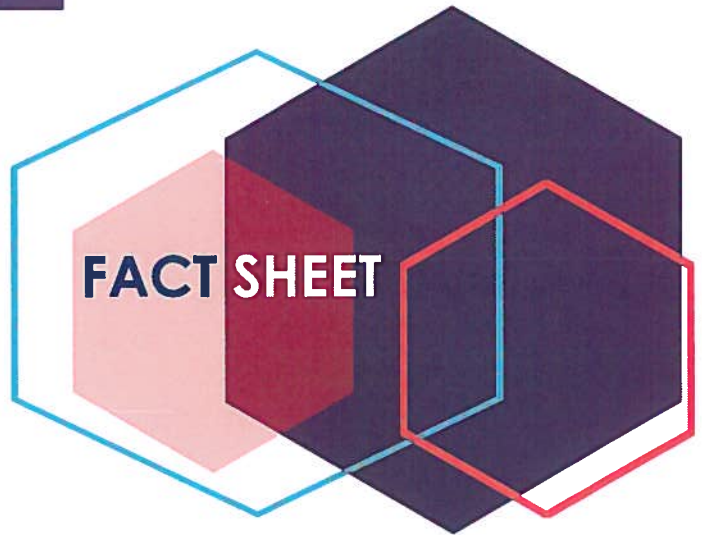
chamber@wytheville.org / www.wwbchamber.com

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FAQ'S

- ✚ Exhibitor booths are approximately an 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 6:10 pm
- ✚ Place door prizes with a minimum value of \$25 on the Chamber of Commerce table at the entrance
- ✚ Door prizes will be given away throughout the entire event (Must be over 18 to register, one winner per household and must be present to win.)
- ✚ Booths are transferrable but non-refundable

TIPS

Promote the Expo

Create pre-event communications to invite current and potential customers to visit you at the Expo on May 1. (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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