

(Formerly Business/Community Expo)

Thursday, April 2, 2020



Business Registration Form

Wytheville Meeting Center
333 Community Blvd.
Wytheville

8:00 am	Job Fair Set Up
9:00 am - 12:00 pm	Job Fair
11:30 am - 5:00 pm	Food Truck
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.)

New to the event this year is the Job Fair and Market Place.

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

Reservation Space: 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 secure a second booth.*

\$275 Corner Sponsorship Booth Available to Chamber Members Only (Includes two tables, located in the corner. Only four available.)

\$100 Chamber Members Pick Booth Location

\$175 Non-Chamber Member Pick Booth Location

\$ 85 Chamber Members Per Booth (First Come First Serve)

\$155 Non-Chamber Member Per Booth (First Come First Serve)

Yes, I want to participate in the Job Fair *(Must have current job openings to participate. No extra charge. See set times above.)*

Lunch Ticket Vouchers - \$10.00 each x **Number of Ticket Vouchers Needed**

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

I plan to participate in the Market Place and will be bringing items that are for sale.
(Items need to be clearly labeled they are for sale and not part of your marketing giveaways.)

Business Name: _____

Contact Person: _____ **Email:** _____

Address: _____ **Phone:** _____

- All door prizes will be the responsibility of the business to collect entries and for drawings. Door prizes will be kept at your exhibit table.
- All booths are only reserved after the registration fee has been paid. Transferrable but not refundable.
- Deadline to register to participate is March 27, 2020.
- Register now! Limited spaces available.
- Refer to Fact Sheet for additional details.

Complete and return with payment.

Wytheville-Wythe-Bland Chamber of Commerce
150 E. Monroe St. / Wytheville, VA 24382
276.223.3365 / f: 276.223.3412
chamber@wytheville.org / wwwbchamber.com



FACT SHEET

Thursday, April 2

New to the event this year is the
Job Fair and Market Place.

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



Wytheville Meeting Center
333 Community Blvd., Wytheville

- + 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 (no tape or push pins allowed on the walls)
- + 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 or by 8:45 am if participating in the Career Fair
- + Door prizes will need to remain on your exhibit table. Bring entry slips, pens and container for entries. It is your responsibility to draw for prizes. We will help with announcing the winner should you want to give away during the Community Connections Day.
- + Booths are transferrable but non-refundable; booths are only reserved after registration fee has been paid
- + All display items must be removed by 7:00 pm from the Meeting Center
- + Disclaimer for Market Place: All items are the responsibility of the vendor

- | | |
|--------------|-----------------------------------|
| 8 am | Job Fair Set Up |
| 9 am - 12 pm | Job Fair |
| 11 am - 6 pm | Food Truck |
| 1 pm | Display Set Up |
| 2 pm | B2B Exhibitor/Business Networking |
| 4 pm | Open to Public |
| 6:15 pm | Take Down Exhibit |

(Please do not take down Exhibit before this time.)

TIPS

- **Promote Your Booth**

Create pre-event communications to invite current and potential customers to visit you during event on April 2. (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, the attendance was approximately 500. 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.

Complete and return with payment.

Wytheville-Wythe-Bland Chamber of Commerce
150 E. Monroe St. / Wytheville, VA 24382
276.223.3365 / f: 276.223.3412
chamber@wytheville.org / wwbchamber.com

