(Formerly Business/Community Expo)



### 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:

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.)

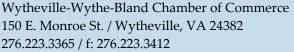
neser samen space.	*If your display requires a space larger than the 8' x 8'.		
\$275 Corner Sp	oonsorship Booth Available to Chamber N	Members Only (Includes two tables, located in	n the corner. Only four available.
\$100 Chamber	Members Pick Booth Location	\$175 Non-Chamber Member Pi	ck Booth Location
\$ 85 Chamber N	Members Per Booth (First Come First Serve)	\$155 Non-Chamber Member Pe	er Booth (First Come First Serve)
Yes, I want to p	participate in the Job Fair (Must have current	job openings to participate. No extra charge. Se	e set times above.)
Lunch Ticket Vo	ouchers - \$10.00 each x Number o	of Ticket Vouchers Needed	
Location of boo	oth spaces are based on the need for elec	tricity. Will you need electricity?	Yes O No
	pate in the Market Place and will be bring clearly labeled they are for sale and not part of your		
Business Name:			
Contact Person:		Email:	
Address:		Phone:	

Approximate 8' x 8' Floor Space: One 6 ft. Table: Tablecloth and Skirting: Two Chairs: Wireless Internet

- 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.

Complete and return with payment.

Refer to Fact Sheet for additional details.



chamber@wytheville.org / wwbchamber.com



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# **FACT SHEET**

### Thursday, April 2

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

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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

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4 pm Open to Public6:15 pm Take Down Exhibit

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#### • 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.

