

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 Job 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.

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