

Business / Exhibitor Booth Application
Roxboro Area Chamber of Commerce and Duke Energy Present
2017 Business Expo - March 3 & 4, 2017
at Roxboro Community School

The 2017 Business Expo is an opportunity for business members of the Roxboro & Person County area to participate in an event where large and small companies can connect with potential customers. It will be a great opportunity to introduce your products and services to our Expo attendees. You may choose to distribute coupons, literature or promotional materials to encourage future business. If you have products/services you can actually sell during the event, that is great too!

Official Show Hours: **Friday, March 3rd** (Preview Social) 5:30pm – 8:00pm and **Saturday, March 4th**, 10:00am – 4:00pm

Name of Company: _____

Contact Name: _____ Phone #: _____

Mailing Address
(City, State, Zip): _____

Fax #: _____ Email: _____

Method of Payment, check one: Bill Me (Chamber Members Only) _____ Check Enclosed _____ Call me for Credit Card Info _____

Number of Spaces Needed: _____ Which booth(s) are you interested in reserving? _____

*Note: Before any charges occur and/or the spot you have selected is considered officially reserved, a discussion must take place between Exhibitor and a representative from the Roxboro Area Chamber of Commerce. We want to make sure your goals and booth location are a good fit.

We would like to encourage every Exhibitor to donate a gift certificate or physical item as a door prize to promote their business and persuade potential customers to visit. If you would like to donate, please indicate here: _____

Applicant Signature: _____ Date: _____

Registration Fees/Deadlines

Please review the Booth Information Page included with this packet for full details on available booths and associated prices. Prices range from \$195.00 to \$600.00 per booth depending on size, location and whether or not you qualify for Chamber member pricing.

Early bird pricing applies to applications received by February 3, 2017.

Booth Fee is NON-REFUNDABLE after February 17, 2017.

IMPORTANT INFORMATION:

1. Booths include 3' high side curtains and 8' high matching backdrop, 6' draped table (floor length), 2 chairs, identifying sign approximately (10" x 60"), and 4 tickets to the Preview Social on Friday. More than one booth may be purchased. Booths are assigned on a first come, first serve basis.
2. The Preview Social will be held on Friday, February 3rd, from 5:30pm – 8:00 pm and food will be provided by *Homestead Catering*. Tickets are \$15 each for Chamber members and \$25 each for non-members for the Preview Social.
3. RACC reserves the right to refuse service at any time for any reason. If deposits have been submitted, they will be returned.
4. Booth materials must be politically correct and appropriate. If you have any questions regarding your materials, ask them in advance of the Expo.
5. Electricity: _____ *place a check mark here if you wish to purchase electricity for an additional \$25 fee.* \$25 fee includes a single outlet and access to power within 10ft of your booth. Exhibitor is responsible for providing their own power strip and extension cords. Please coordinate with RACC office regarding your power requirements. Booths that can accommodate power are indicated on the Booth Information Page.
6. Official set-up time is: Friday, March 3rd – 2:00 p.m. to 5:00 p.m.
7. No Exhibitor is to break down any portion of their booth before 4pm on Saturday, March 4th.
8. We plan to do a LARGE social media campaign, in addition to traditional advertising, leading up to this year's event. Please email us photos of your booth/items along with any details and website/social media links, etc., by February 17, 2017 for us to include in promotional efforts. The sooner you can share these details with RACC, the better.

Mail application and payment to:

RACC, ATTN: 2017 Business Expo, 211 N. Main Street, Roxboro, NC 27573

Contact Alicia Puryear with any questions: Chamber@RoxboroNC.com or 336-599-8333