

# Business Showcase

*Where Business and Community Connect*

Dear Vendor,

Thank you for your interest in Business Showcase, the South Sound's largest Business to Business Tradeshow with over 90 vendors, a presentation stage and 2,000 attendees! It's your chance to network, display new products, and establish valuable relationships. Year after year attendees alike tell us, "We can't afford not to be involved with the Showcase, it's such a great forum for contacts."

We look forward to meeting you and sharing in the excitement of this year's show. Please don't hesitate to contact the Events Coordinator at 360.357.3362 or email [events@thurstonchamber.com](mailto:events@thurstonchamber.com) with any questions you may have.

Packet Includes:

- Vendor Registration Form
- Contract & Guidelines
- Hold Harmless Agreement
- Vendor Map

*"We find this tradeshow to be one of the premier events for our organization. Not only do we get to visit with people coming into the show, but we get to take advantage of the tremendous variety of businesses that showcase their products and services. It is a great day for networking and developing positive relationships."*

**Joseph Beaulieu**  
First Citizens Bank



**Wednesday, October 12th**  
**10:00am – 6pm**  
**Saint Martin's University**  
**Marcus Pavilion**



*"Business Showcase is the show that defines who the top companies are in the Thurston County business community."*

**Brenda Williams**  
TAGS Awards & Specialties

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## REGISTRATION FORM

Please complete and return the entire packet to: Thurston County Chamber, PO Box 1427, Olympia, WA 98507 or FAX to 360.357.3376.

Your \$100 non-refundable deposit (or entire fee) & completed vendor packet must be received to secure a booth. The deposit will be applied to the full booth fee due by September 14, 2011. Booth price for non-chamber members is \$900.

### BOOTHS SPECIFICS...

8' deep x 10' wide • Pipe and drape (8' back, 3' sides) • one 8' skirted table • two chairs • access to 110 volts of electricity • admission into Showcase planning workshop (will contact once the date is set)

See map for booth locations.

Please note - the 2011 vendor map has been updated and redesigned. Double check your booth request.

### SPONSORSHIPS...

Sponsorship opportunities are available and may include a booth.

Contact me for more information about event sponsorship.

I will contact Member Services for more info. 360.357.3362

### CONTACT INFORMATION:

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

### BOOTH REQUEST:

I would like an entrance/exit row booth - \$500 (\$425 if before August 18th)

I would like a standard booth - \$450 (\$375 if before August 18th)

\_\_\_\_ Booth Preference Number (\$100 deposit (or paid in full) to request space and hold your spot  
2010 Vendors have the first right of acceptance of their previous space - they must confirm by August 18th.

### METHOD OF PAYMENT:

\_\_\_\_ Payment by Check Enclosed in the Amount of \$ \_\_\_\_\_

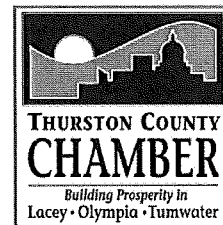
\_\_\_\_ Please charge \$ \_\_\_\_\_ to my Credit Card # \_\_\_\_\_

Name on Card \_\_\_\_\_ Expires \_\_\_\_\_ Security Code \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



**Wednesday, October 12th**  
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## CONTRACT & GUIDELINES

- 1) **FACILITY:** Saint Martin's University Marcus Pavilion will be available for set up at 7:30 a.m., Wednesday, October 12. **All exhibits must be up by 9:30 a.m. and remain up until 6:00 p.m.**

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Please  
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Business and personal items need to be removed from the building prior to 9:00 p.m. The Showcase hours are 10 a.m. to 6 p.m.

- 2) **BOOTH:** Each booth will be back draped with 3' side drapes. Draping is royal blue. "S" hooks will be provided for hanging signs and displays. Please do not hang anything from the booth drapery (i.e. staples, tape or pins). Booths **must be staffed** at all times. You will receive 2 lanyards for your company representatives. When one representative is done with his/her shift, simply give the lanyard to the next shift representative.

\_\_\_\_\_  
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- 3) **BOOTH FURNISHINGS:** Each booth will be provided with 110volts of power. **Please bring your own 50' extension cord and surge protectors if needed.** You'll also receive one table with white tablecloth and blue skirting.

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Additional tables are available only to those who have requested them on your planning sheet at an additional cost of \$30 per table. **Only sponsor banners may be hung from the railing.** All others must be inside you booth.

- 4) **EXHIBIT SPACE:** Maximize your investment by planning a professional and inviting atmosphere. **Please remember:** Helium balloons and popcorn machines are not permitted in the pavilion. Do not apply adhesive to the floor. There is no exchange of monetary value for any items. Aisles, walkways, and overhead spaces must remain open.

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- 5) **FEES:** Booth prices for Chamber members are \$375 or \$425 pending on location if registered by August 18, 2011. After that date, the prices will be \$450 and \$500. The Chamber **WILL NOT MAKE REFUNDS**. If unable to participate, you may sell your exhibitor space to another Chamber member. Please notify the Chamber office immediately should this occur. The \$100 non-refundable deposit is due at time of registration. The remaining Booth payment must be received by September 14, 2011.

\_\_\_\_\_  
Please  
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Name: \_\_\_\_\_ Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## HOLD HARMLESS AGREEMENT

The exhibitor named below, agrees to indemnify, defend, and hold free and harmless the Thurston County Chamber of Commerce and each of its members, agents, servants, employees, officers and directors, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses which in any manner may arise or be alleged to have arisen from the presence, activities and promotions of the exhibitor, their agents, servants, employees or subcontractors, on or adjacent to the Thurston County Chamber of Commerce Trade Show (Business Showcase ) premises, including, but not limited to, claim or claims for bodily injury or death of persons and for loss of or damage to property, including claims or loss by exhibitor's agents, servants, employees and/or subcontractors.

The undersigned is an agent or representative of \_\_\_\_\_, an exhibitor participating in the Thurston County Chamber of Commerce Trade Show (Business Showcase), and is authorized to execute this agreement on the exhibitor's behalf.

Company \_\_\_\_\_

Authorized Signature \_\_\_\_\_

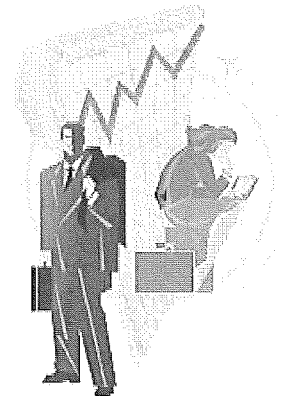
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Agreed by Thurston County Chamber of Commerce Representative Signature*

### PROOF OF LIABILITY INSURANCE REQUEST

**Please attach a copy of your proof of liability insurance.  
Your insurance carrier will know what to provide if you are unsure.  
Faxed copies can be sent to 360.357.3376 by September 14.**

**Thank you!**



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