



Promoting Pride In Princeton & Mercer County

Princeton-Mercer County
Chamber of Commerce

1522 N Walker St. Princeton, WV 24740

March 9, 2009



Dear Exhibitor:

The 8th **Annual WOMEN'S EXPO** sponsored by the Princeton-Mercer County Chamber of Commerce and our Anchor Sponsors is slated for **October 23-24, 2009**, at the **Brushfork Armory** in Bluefield, West Virginia. The show has grown tremendously since its inception, from 50 exhibitors the first year to nearly 100 exhibitors at the 2008 **WOMEN'S EXPO**.

In addition to the exhibits, a Corporate Luncheon on Friday, October 23th and a Fashion Show for ladies and children will highlight the activities on Saturday, October 24th. Center Stage activities and entertainment will be happening throughout the two-day event. Several food vendors will have food available for all exhibitors and attendees to purchase while they are working and shopping.

If you do business with women, you need to be a part of the **2009 WOMEN'S EXPO**. The expo is now being viewed as one of the best direct marketing opportunities for businesses and non-profit organizations in our area. It provides a way for you to meet your customers face-to-face. The purpose of the **2009 WOMEN'S EXPO** is to provide exhibitors the opportunity to increase sales, attract new customers and talk to more than 5000 women in a 2-day period. Women love to shop, and it's a woman's world at the **2009 WOMEN'S EXPO**.

Don't delay in securing your space! You'll find enclosed the **2009 WOMEN'S EXPO** exhibitor's application or visit our web site at www.pmccc.com. For additional information please call the Princeton-Mercer County Chamber office (304-487-1502).

Sincerely,

Lynn Mayberry – Co-Chair
2009 Women's Expo

Brenda Woodward – Co-Chair
2009 Women's Expo

2009 Women's Expo REGISTRATION FORM

Show Dates: October 23-24, 2009 (Exhibitor Setup Day: Thursday October 22, 8 a.m. - 5 p.m.)

Brushfork Armory - Bluefield, WV

SHOW HOURS: Friday, 10 a.m.-8: p.m.; Saturday, 9 a.m.-5 p.m.

**Please
print
clearly
or type**

**Thank
You!**

BUSINESS OR FIRM _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

Please describe your exhibit setup and planned booth activities: _____

RULES AND REGULATIONS: The undersigned has read and understands the rules and regulations that are a part of this agreement. **In consideration** of the promise of PMCCC, or its successors and assigns, to rent exhibit space in the Women's Expo, the undersigned agrees to rent exhibit space at the Women's Expo, its successors or assigns, under the following terms and conditions, and at the rates indicated on this form:

Terms of payment for space: The undersigned understands that no definite assignment of space will be made without the required full payment of space rental. Additionally, while the Women's Expo committee makes every attempt to accommodate all exhibitors, due to concentrated influx and timing of registrations received by the PMCCC office, **a particular booth location cannot be guaranteed. Booth locations will be assigned in good faith according to the sole discretion of the Women's Expo Committee.**

Payment in full must be received by September 4, 2009.

Signature _____

Position of signer _____

Date: _____

**SPONSORSHIP
OPPORTUNITIES
See next page**

Please execute and return with payment. Make checks payable to PMCCC
Return to: PMCCC, 1522 N. Walker St., Princeton, WV 24740

After receipt of this form at the chamber office, you will receive a confirmation via either **email or regular mail.**

EXHIBIT BOOTH PRICES – Please indicate your choice and quantity*			
*Double booths must be equal sizes			
PACKAGE	DESCRIPTION	EARLY BIRD PRICE Must be PAID by July 31, 2009	REGULAR PRICE If paid after July 31, 2009
Standard Booth	8 ft x 10 ft space, back-draped in red & black, 1- 6 ft table skirted in black, and 2 chairs	_____ \$275	_____ \$300
Deluxe Booth	10 ft x 10 ft space back-draped in red & black, 1- 6 ft table skirted in black, and 2 chairs	_____ \$300	_____ \$325

2009 WOMEN'S EXPO
EXHIBITOR'S INFORMATION

DATE AND TIMES FOR SET UP AND DISMANTLE

- Set Up Date and Times: Thursday October 22, 8:00 a.m. – 5:00 p.m.
- Place: Brushfork Armory – Bluefield, WV
- Dismantle Date and Time: Saturday October 24, **not before 5:00 p.m.**

EXHIBITOR'S PACKAGE will be given out to all Exhibitors on October 22 and will include the following:

- **2009 WOMEN'S EXPO** exhibitor ID tags
- Listing of all **2009 WOMEN'S EXPO** Exhibitors (Booth layout and Booth Number)
- Assorted other goodies
- Change will be available for Exhibitors needing to break large bills. Location and times will be announced.

1 Skirted Table and 2 chairs will be provided for your booth (2 tables and 4 chairs for double booth). If you have extra needs, please see Rules 7 & 8 below in Rules and Regulations

COLOR SCHEME: Rear Drapery is Black and Red; Booth dividers are Red; Table skirts are Black; Aisle carpet is Deep Red.

SEE
RULES & REGULATIONS
ON NEXT PAGE

WOMEN'S EXPO

OCTOBER 23-24, 2009

RULES AND REGULATIONS

ALL EXHIBITS AND EXHIBITORS ARE SUBJECT TO THE FOLLOWING REGULATIONS. THE WORD "MANAGEMENT: USED HEREIN REFERS TO THE SHOW MANAGEMENT, THE PRINCETON-MERCER COUNTY CHAMBER OF COMMERECE, AND/OR ITS SUCCESSORS, ACTING THROUGH THEIR OFFICERS, DIRECTORS, COMMITTEES, AGENTS OR EMPLOYEES IN THE MANAGEMENT OF THE SHOW.

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1. **ARRANGEMENTS OF EXHIBITORS:** Only ONE paid exhibitor per booth. Exhibits shall be arranged as not to obstruct the general view or hide the exhibits of others. **Exhibits MAY NOT extend outside the confines of the booth space into the general traffic aisle.** The management reserves the right to refuse installation of exhibits that do not conform to show regulations. Backwalls, including signs, may not exceed an over-all height of 8 feet. Sidewalls may not exceed 3 feet in height unless satisfactory arrangements can be worked out with adjoining booths and meet approval of the show management.
 2. **INSTALLATION AND DISMANTLING OF EXHIBITS:** Exhibitors may set up their booths starting at **8:00 AM, THURSDAY OCTOBER 22 TILL 5:00PM THE SAME DAY. Important:** DISMANTLING OF EXHIBITS WILL NOT BE ALLOWED TO BEGIN UNTIL AFTER THE SHOW CLOSING, SATURDAY OCTOBER 24, AFTER 5:00 PM.
 3. **MOVING PICTURES, SOUND DEVICES AND LIGHTING;** Exhibits which include the operation of musical instruments, radios, VCR equipment, public address systems, or any noise making machines must be operated so that the resulting noise will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by the show management.
 4. **BOOTH ENTERTAINMENT:** If you feature entertainment in your booth, the entertainers must do so only in your booth and not on the floor or in the way of or inside other exhibit booths!
 5. **MAINTENANCE:** All booths must be cleaned and swept after each show. Should you desire to hire someone to clean out your booth, contact the Armory officials at (304) 589-3361.
 6. **INSURANCE:** Exhibitors shall, at no cost to the Management, obtain adequate and reasonable liability and property damage insurance from responsible insurance companies legally authorized to sell such insurance such insurance by proper Certificate of Insurance. The Show Management is to obtain adequate liability insurance for the entire show dates for \$1,000,000.00.
 7. **EQUIPMENT RENTAL:** Chairs and tables, carpet and other accessories, may be rented from Hollins Exhibits. An exhibitor's packet with forms is enclosed for your information. Bill Coburn or Leslie is the contact person of Hollins Exhibits 1-800-574-3940 or (540) 362-3940 Roanoke, Virginia.
 8. **TELEPHONE SERVICE:** If you need telephone service to your booth, please call Rose Nineff at Frontier Communications at (304) 325-1300.

Disclaimer:

The PMCCC Women's Expo and the hosting facility shall not be responsible for any loss, damage, or injury that may occur in the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by exhibit application. The exhibitor, in signing the contact, expressly releases the PMCCC Women's Expo and/or the hosting facility from, and agrees to indemnify same, against and all claims for such loss, damages or injury.