

Rogersville EXPO 2012

“Rogersville – A Championship Community”

Saturday March 31, 10AM to 3:30PM

Logan-Rogersville High School

“Bringing our community together one family at a time”

Vendor Kit

Rogersville Chamber of Commerce and the Rogersville Women in Business are thrilled to bring you the Rogersville EXPO 2012, where we are connecting family and businesses together. Thank you in advance for your interest in being a vendor at this event. We look forward to networking with you and helping you to promote your business. Our goal is to make this a positive experience for you and your business. **WE WANT YOU TO BE A PART OF THE EXCITEMENT THAT SURROUNDS THE ROGERSVILLE EXPO EXPERIENCE!**

Inside this Vendor Kit you will find all the information you need for the Rogersville EXPO. This kit allows you to easily register for the event. If you have questions please contact Gwen Mackey with the Rogersville Area Chamber of Commerce at: **417-753-7538**. (M – F 10:30am to 3:00pm) or email: info@rogersvillechamber.com

Why be a vendor at Rogersville EXPO?

Because...

- It's a perfect venue to target the people who buy what you sell!
- The expo will be located in the Logan Rogersville High school on Hwy 60 and Hwy 125 Rogersville, MO. This is an excellent facility with plenty of room, lighting and ample parking.
- Advertising in newspapers, signs, flyers, posters and radio. Professional signs will advertise the location.
- Entertainment for the whole family to draw in customers. Inflatables, egg hunt, fire department and highway patrol demonstrations and more.
- Affordable booth fees allow you to make great profits plus new contacts!
- Show off hot new products, cutting edge designs, and fabulous services to new customers!
- Network with other businesses to see how you can partner and build profitable relationships!
- You'll have fun, make new business contacts, and showcase your business to the public. The theme provides a fun & friendly atmosphere conducive to meeting new customers!
- Classes provided by vendors and business professionals throughout the day.
- Various entertainment and speakers will be on the main stage in the school auditorium.

Come and share your products and expertise to help us deliver the ultimate Rogersville Family Expo experience!

Each vendor receives:

- FREE advertising in our promotional materials – the earlier you register, the more exposure you receive!
- One FREE opportunity to address the attendees during the day. You can announce promotions, new products, or just introduce yourself.
- FREE participation in demonstrations, classes and entertainment.

Each booth includes:

- Booths will measure approximately 10'x8'. 10'x10' booth available upon request. All booths will be assigned on a first-come-first-serve basis.
- Limited electricity. (All electrical needs must be approved by the event coordinator. Please note on your registration form your electrical requirements.)
- **Each vendor to provide at least one item valued at \$25 for a door prize drawing.** Door prize drawing forms to be provided at your booth. Each vendor, their prize, and winner will be announced throughout the day at your booth or in the commons area. You will be responsible for registration rules and eligibility. Your booth number and door prize will be promoted during the event. Please notify the Expo organizers of your winner and it will be announced.

Each booth does not include:

- Tables or chairs are not included in your registration fee. Tables are available for rent for an extra fee. You are responsible for seating at your booth.
- Extension cords or surge protectors will not be provided. Vendors requesting electrical will be situated near an electrical outlet, but the vendor is responsible for running power to their booth.

Classes, demonstrations etc...

- You are welcome to give classes, demonstrations, makeovers, chair massages etc in your booth. If you are interested in offering classes please add to your form the time of day and what your class or demo is to be included on the classroom schedule.
- Your demonstration period may change slightly to accommodate everyone. A program will be given to each attendee at the door and one in your vendor check-in packet.

Schedule of Events:

Friday

5:30 pm - 7:30 pm Vendor setup. Doors will close at 8 pm Friday night.

Saturday

7:30 AM	Doors open for vendors to setup
9:00 AM	Meeting for volunteers
10:00 AM	Doors open to the public
10:30 AM	Welcome and recognition of donors and vendors
12:00-1:30 PM	Lunch available on site. Catered by (TBA)
3:40 PM	Vendors may move out and must have their space clean before they leave.

*****NO** booths may be taken down or removed before the 3:30pm deadline. We are advertising to be open until this time and we do not want to disappoint the very customers we are trying to reach.

Watch these websites for more details: www.RogersvilleWIB.com & www.RogersvilleChamber.com

Rogersville EXPO

Vendor Booth Reservation & Payment Contract

Deadline for registration is: March 19, 2012.

Contact Name/Title _____

Work Phone, Home Phone, Cell Phone _____

Vendor Name/Store Name _____

Address, City, State, Zip _____

Email Address & Web Site _____

Vendor Door Prize (valued at \$25) to be given away at your booth: _____

10'x10' booth available upon request: Yes _____ No _____ (no electric available)

Vendor Booth Rental Fee

Members: (Rogersville Chamber or Rogersville Women In Business)

_____ 10'x8' Booth \$25

_____ \$25 Electrical needs? Yes _____ No _____

_____ \$10 per table rental

_____ **TOTAL ENCLOSED**

Vendor Booth Rental Fee

Non-Members:

_____ 10'x8' Booth \$75

_____ \$25 Electrical needs? Yes _____ No _____

_____ \$10 per table rental

_____ **TOTAL ENCLOSED**

Join the Rogersville Women in Business group or the Rogersville Chamber of Commerce today to receive the discounted booth price and further benefits for your business!

Booths are limited, register early. Please make a copy of this page for your records

Booth Reservation Request – Booths are filled on a first-come-first-serve basis. Booth space will not be assigned until a contract is signed and returned with the appropriate fees. We will do all we can to accommodate your booth requests, but cannot guarantee placement. **Booth space cannot be held without payment.**

Payment Information – Make Checks payable to: Rogersville Chamber of Commerce
PO Box 77
Rogersville, MO 65742

By signing this contract, I agree to abide by the conditions outlined in this Vendor Kit.

Print: Name _____

Date _____

Signature: (required) _____

____ Yes! I will be providing a free class demonstration or lecture no longer than 20 minutes in length. (Please add name/description of your presentation so that we may put it on our schedule signs and program.)

Rogersville EXPO

Requirements & Conditions

What We Ask of Everyone – This expo is sponsored by non-profit organizations and a higher standard is not just a motto for us, it is an integral part of who we are. As a vendor, you agree to operate your booth and business in an honorable manner and with the highest integrity.

Eligibility – Event coordinators reserve the right to determine the eligibility of any company or product for inclusion in the event.

Payments & Refunds – All contracts must be accompanied by full payments or booths may be reassigned. Any vendor who must cancel must do so **no later than 15 days before** the scheduled event to receive a refund. Cancellations after 15 days prior to the event places a hardship on the volunteer organizers to find replacements for the rented booth space.

Booth Assignments & Locations – Booth assignments will be made on a first pay basis. Expo coordinators reserve the right to make the final booth assignment or to change the booth assignments should it be necessary. Expo event coordinators reserve the right to change the floor plan and move vendors, if deemed necessary, in the best interest of the event.

Subletting of Booth – Vendors may display only merchandise regularly sold by the company whose name is on the contract. Vendors may NOT share or sublet a space or any part of a space to anyone else of a different company or business entity.

Risk of Loss – RWIB, Rogersville Chamber and the Logan Rogersville School District are in no way responsible or liable for loss or damage to exhibits or vendor property. All property of the vendor is to remain under the control of the vendor at all times. Vendors are advised to carry insurance to cover against liability or loss and damage to exhibits. Vendors should not leave their merchandise unattended at any time before, during, or after the Expo hours.

Booth Exhibits – All booth arrangements must conform to the dimensions of the booth rented. No exhibit may interfere with other vendors or restrict access to them, or interfere with the free aisle space by any audio, video, sensory, or physical means. All merchandise, tables, chairs, displays, etc., must remain within the booth. All signs must be inside the booth area. Displays must be free standing and adequate to support vendor's samples and merchandise. No displays may lean or rest against an adjacent booth. Vendors may display only in the booth allocated to them. Other areas of the school may not be used. Displays must be set up and ready by opening hour of the event.

Due to prepaid advertising: Please do not dismantle booths until the time of closing.

Any merchandise left behind will be considered abandoned if the owner cannot be identified and contacted.

Demonstrations, lectures, entertainment: You are not required to provide any of the above mentioned, but we strongly encourage you to do so. This will enhance and advertise your business and services to our target audience. We are here to promote businesses that cater to the needs of our community and what better way to have your business showcased!

Music – Music suitable for the theme of the event will be provided by the expo coordinators. We ask that vendors not play music within their booth space.

Taxes – Vendors are solely responsible for obeying state, local and all applicable tax laws. Vendors are solely responsible for collecting and reporting all applicable taxes.