



**2011 Business Trade Show
Exhibitor Agreement**

Friday, April 29, 2011 11:00 AM to 4:00 PM

_____ hereby agrees to be an **Exhibitor** at the \$150.00
Inside row Booth level, for the 2011 Richardson Business Trade Show.

_____ hereby agrees to be an **Exhibitor** at the \$200.00 End
or corner (please specify which you prefer) Booth level, for the 2011 Richardson
Business Trade Show.

_____ hereby agrees to be an **Exhibitor** at the \$300 larger
Booth level on the back wall (10 feet by 4 feet; sized to fit most Trade Show
displays) for the 2011 Richardson Business Trade Show. **If you would like a
table at your booth space, please specify: 6x30 _____**

8x30 _____

**Door prizes with a value of \$50 or more, and are delivered to the Chamber
offices on or before April 15, can be announced up front during the Show!**

Additional door prizes can be given away at exhibitor booths.

The Richardson Chamber of Commerce agrees to:

- Provide one 8 foot table top booth space at Richardson Business Trade Show with linen and skirted. ***All decorations, promotional materials and signs must fit on top of the 8 foot table. Except for the larger booths which can have the trade show displays.***

- Provide access to at least 1 electrical plug (**additional cost of \$15**).
Exhibitor must bring extension cord to reach outlet.
- Advertise and market the Richardson Business Trade Show in Richardson and surrounding areas.
- Provide program recognition of your company at the 2011 Richardson Business Trade Show.

The “Exhibitor” agrees to:

- To be a member in good standing with the Richardson Chamber of Commerce.
- To pay for the booth in full a minimum of 2 weeks prior to the Show date or booth can be given to someone on the waiting list. Booth fee is fully refundable if cancellation occurs on/or before April 15. No refunds will be given after that date.
- Show up for Trade Show and set up booth during the approved time frame and leave entire booth set up until **AFTER** the show is officially closed (4 pm).
- To **pay a fine of \$100** for taking down all or part of their exhibit prior to the official close of the show (or not showing at all) which will be 4 pm.
- Bring an extension cord and power strip to reach the available electrical plugs. Power to your booth must be requested at time of agreement and **will cost an additional \$15**.
- To **not** place any signage, materials, etc. on the floor around their 8 foot table (except for larger \$300 spaces).

Exhibitor Representative:

Date: _____

Signature: _____

Phone Number

Email Address **REQUIRED**

*What information do you prefer listed in the Trade Show Program? (choose 1):

Phone number: _____

Website: _____

Email address: _____

Electrical Power (please circle): **YES** or **NO** (if yes, include an additional \$15)

Return form to: Ryan Abrey, Member Services Manager
972-792-2825 fax

Questions, please call: Kirk Wilson, Chairman
469-877-4491