



214 N. Franklin Street, Watkins Glen, NY 14891
Phone: (607) 535-4300 | www.watkinsglenchamberc.om

Something special at every turn...

5th ANNUAL BROCHURE EXCHANGE 2016 REGISTRATION AGREEMENT

Friday, April 28, 2017 9:00am – 11:00am

Watkins Glen Community Center | 155 S. Clute Park Drive, Boat Launch Road | Watkins Glen, NY 14891

Business Name: _____

Contact Person: _____

Email Address: _____

Address: _____

Business Phone: _____ Business Fax: _____

Names of representative(s) who will be manning your booth:

1) _____ 2) _____

Schedule of events:

8:30am – 9:00am: Booth Set-Up
9:00am – 11:00am: Brochure Exchange & Networking
11:00am – 12:00pm: Booth Tear Down

About the Brochure Exchange:

The Watkins Glen Area Chamber of Commerce is hosting its 5th Annual Brochure Exchange! This is a highly effective and incredibly convenient way for Chamber members to promote their businesses and network with fellow members, as well as stock up on tourism-related brochures before summer. The Brochure Exchange allows members to share promotional materials, brochures, and rack cards with the Chamber as well as with one another.

Registration & Cost:

If you would like to participate as a vendor with a booth, you must register by April 17. In order to register, please return this **form** and provide your **certificate of insurance** by April 17. Chambers members may participate at no cost, but space is limited and offered on a first-come, first-serve basis. There is a **\$100 fee** for non-Chambers to participate. However, the Brochure Exchange is free and open to the public to attend and collect information.

It is recommended that you bring a minimum of 300 brochures prepackaged into bundles of 25.

Attendees typically include accommodations, wineries, restaurants, and more, who are actively seeking materials to stock their brochure racks for the upcoming tourist season. Don't miss out on this great opportunity!

Logistics:

1. Set-up – The set-up for the Brochure Exchange begins at 8:30am. You will be required to set-up and tear-down your own display.
2. Tear-down – The tear-down for the Brochure Exchange begins at 11:00am. You may not tear-down early.
3. Tables – An 8' table will be provided for your display. Linens are provided.
4. Insurance – It is **required** that **all** businesses participating in the Brochure Exchange secure and maintain the following general liability insurance coverage:

Bodily Injury \$1,000,000 per occurrence and Property Damage \$500,000 per occurrence

OR

\$1,000,000 per occurrence Combined Single Limit.

Furthermore, every business must name the Watkins Glen Area Chamber of Commerce and the Village of Watkins Glen as additional insured. A copy of your certificate of liability insurance must be submitted with this agreement. (See attached example)

5. Sales – Sales of your products or services are not permitted at the event.

Please maintain a copy of this agreement for your files.

I have read and understand the agreement.

Signature: _____

Date: _____

Registration forms and proof of insurance are due April 17.

If you have any questions, please contact Meredith Williams at the Watkins Glen Area Chamber of Commerce
Phone: (607) 535-4300 or via email: Meredith@watkinsglenchamber.com