

2017 REGISTRATION AGREEMENT

11th Annual Business Expo *presented by Elmira Savings Bank*



Wednesday, April 19, 2017 4:00 - 7:00 PM

Watkins Glen Community Center
155 South Clute Park Drive, Boat Launch Road
Watkins Glen, NY 14891

Business Name: _____

Contact Person: _____

Email Address: _____

Address: _____

Business Phone: _____ Business Fax: _____

Representative Name(s) that will be manning your booth:

We encourage you to have a minimum of two representatives. This will allow for easier interactions with fellow vendors and members!

1: _____ 2: _____

3: _____ 4: _____

Schedule of Events:

2:00 - 4:00 PM	The Showcase: Set-up
4:00 - 5:00 PM	The Showcase 2017
5:00 - 7:00 PM	The Showcase 2017 plus Food & Drink (After-Hours Mixer)
7:00 - 8:00 PM	The Showcase: Tear-Down

Thank you to our Sponsor!



The Business Expo is the perfect opportunity to showcase your business to the community and to create lasting relationships with other businesses, potential customers, and employees. Join us and give your business the spotlight that it deserves!

1. **Fee & Registration** - If you would like to participate as a vendor, you must register no later than March 31st. To register, please return this form **and** your certificate of insurance. Chamber members may participate at no cost, but space is limited and offered on a first-come, first-served basis. For non-Chamber members payment is due with registration and certificate of insurance.

Registration Deadline - March 31st | Chamber Member Fee: \$0.00 | Non-Member Fee: \$150.00

2. **Set-up** - The set-up for The Showcase begins at 2:00 PM. You will be required to set-up and tear-down your own display. The tear-down for The Showcase begins at 7:00 PM. **No early tear-down option is available.** If you are unable to staff your booth for the entire time, please make arrangements to have another employee staff the booth.
3. **Tables** - An 8' table and black linen to cover the table will be provided for your display. If your display is taller than 3' for a table top display or 6' for a floor display, please let us know! We will need this information to aid in the lay-out of the vendor tables.
4. **Electricity - If you do not select an option, you will not have access to electric!!!**
[] Yes, display requires electrical hook-up. (Each business is responsible for supplying its own cords.)
[] No, display does not require electrical hook-up.
5. **Wi-Fi Internet Connection** - Wi-Fi internet connection is available to all participating businesses. The password and login will be provided the day of the event.
6. **Door Prize** - You will be responsible for supplying a door prize that can be given out as a prize to one lucky attendee. At your table, please display your door prize and provide a container to receive entries. Please bring scrap paper for attendees to provide contact information in the event that they do not have a business card. It is your responsibility to communicate to the Chamber who the winner is. It will also be your responsibility to communicate to the winner and to coordinate the delivery of the prize. Please be sure to bring along your business cards!
7. **Insurance** - It is **required** that **all** businesses participating in "The Showcase" 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.**

Please note, registrations will not be processed without certificate of insurance.

8. **Sales** - Sales of your pre-packaged products are permitted at the event, but must be pre-approved. Please list the products you would like to sell below. The Chamber will notify you of final approval. **A copy of your sales tax certificate must be submitted with this agreement.**

9. **Registration at Event** – Upon arrival, please be sure to register for the event with Chamber Staff. At registration you will receive name tags, your table number, a layout of the event, as well as an evaluation form.
10. **Payment** - Payment can be made via check (made payable to the **Watkins Glen Area Chamber of Commerce**), Credit Card or Money Order. Please check payment type below.

Cash: _____ Check: _____ Money Order: _____ Credit Card – MasterCard: _____
Credit Card – Visa: _____ Credit Card – American Express: _____

Credit Card Number: _____

Cardholder's Name: _____

Billing Zip Code: _____ Security Code: _____ Exp. Date: _____

Authorization Signature: _____ Date: _____

11. **Submission of Registration Form** – Completed Registration Agreements, Certificates of Insurance, and Sales Tax Certificates can be submitted to the following:

FAX: 607-535-6243

EMAIL: cassie@watkinsglenchamber.com

MAIL: Watkins Glen Area Chamber of Commerce | 214 N. Franklin Street | Watkins Glen, NY 14891

Please maintain a copy of this agreement for your files.

12. **Questions** - If you have any questions, please contact the Watkins Glen Area Chamber of Commerce at 607-535-4300 and ask for Cassandra Putman.