## image001

**2018 Business Expo**

**“Business Beer & Bites”**Date:  **Thursday April 19, 2018 ~ 4:00 p.m. -7:00 p.m.**

Location**:**

**AGENDA
12:00 p.m. - 4:00 p.m. – Vendor Set-Up**

**4:00 p.m. - 7:00 p.m. –Business Expo**

**7:00 p.m. - 8:00 p.m. - Tear Down**

**GOAL**

To showcase your business and services at the highest attended Business After Hours Event of the year, at a fraction of the expense.

**Please review the attached information**.  If you have any questions or concerns please contact Kelly Hanson at 447-1945 khanson@helenachamber.com

**Contract**

Please sign and fax to 406-447-1532, e-mail to khanson@helenachamber.com, OR send to Helena Chamber of Commerce 225 N.Cruse Ave Helena MT 59601 Attn: Kelly Hanson

**PAYMENT –** Please send payment to Helena Area Chamber of Commerce at 225 Cruse Ave Helena MT 59601 **(must be received before event)**

**We appreciate your immediate attention to this request.**



**Helena Area Chamber of Commerce**

**Business Expo Contract 2018**

**April 19, 2018 ~ 4:00 p.m. -7:00 p.m.**

**Business Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone #**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to exhibit at the Chamber’s 2017 Business Expo on the date listed above from 4:00 p.m. – 7:00 p.m. Lewis & Clark County Fairgrounds Entry Hall. I understand that the Chamber will announce this event promoting my business to the Helena Area Chamber Membership, via email to the entire Chamber membership.

I agree to pay a fee ***(before the event)*** of $400.00to the Chamber for the full booth rental space and **provide a very nice door prize**. ½ tables are also available for $250 (this is a shared 8’ table).

**Please indicate table preference**:

**8’ Full Table \_\_\_\_\_ 4’ ½ “shared” table 1/2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Table ½\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please designate business you are sharing with!**

**(Request a Table Cloth. They will be provided only upon request- Let me know if you need one!)**

**TABLE CLOTH REQUEST\_\_\_\_\_\_\_\_YES**

**I understand this fee is non-refundable**

By my signature below, I agree to pay and participate in the function listed above

**Contact Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date:  \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RSVP by April 1, 2018

**­­­­­­­­­­­­­­What can I expect?**

An 8’ table will be provided to each sponsor, and 2 chairs per table. Spaces with access to a power source for regular electrical needs (110 hookups) are limited and on a first served basis.  Wireless internet access is available. Set up can begin at 12:00 p.m.

**Please return this signed contract to:**

Helena Area Chamber of Commerce

225 Cruse Ave

Helena MT 59601

Fax: 447-1532

Kelly Hanson 447-1945

khanson@helenachamber.com