**2018 Business Expo**

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

Location**:  Lewis & Clark County Fair Grounds Foyer**

**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 following information**.  If you have any questions or concerns please contact Kelly Hanson at 447-1945 [khanson@helenachamber.com](mailto:khanson@helenachamber.com)

**Contract**

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

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



**Helena Area Chamber of Commerce**

**Business Expo Caterer Contract**

**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 2018 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 provide **a minimum of 250 hors d’ouvres/appetizers or adult beverage samples and provide a very nice door prize** in exchange for the for the 8’table fee.

**(**Table cloths will be provided for food vendor tables)

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

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

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

**­­­­­­­­­­­­­­What can I expect?**

An 8’ table will be provided to each sponsor, table cloth 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](mailto:khanson@helenachamber.com)