



2010 Leesburg Area Chamber of Commerce Business EXPO

Thursday, October 14, 2010 • 2:00 p.m. – 6:00 p.m. • Lake-Sumter Community College

Booth Agreement for all Non-Restaurant Businesses

Company & representative: _____

Type of business/product: _____

Contact name: _____

Billing address: _____

Phone: _____ Fax: _____

If you are not a Leesburg Area Chamber of Commerce member, what Lake County Chamber of Commerce are you a member in good standing? _____

Leesburg Area Chamber of Commerce Members

_____ booths at \$300.00 per booth; **without electricity**

_____ booths at \$350.00 per booth; **with electricity**

Non-Leesburg Area Chamber of Commerce Members

_____ booths at \$400.00 per booth; **without electricity**

_____ booths at \$450.00 per booth; **with electricity**

As an exhibitor, you will receive:

- ◆ One booth area that will be 8 feet wide and 5 feet deep
- ◆ Pipe and drape including an 8 foot high back drape and 3 foot high side drapes
- ◆ One six foot skirted table and two chairs in your booth
- ◆ One white identification sign measuring 7 inches by 44 inches with black ink (40 character limit including spaces)
- ◆ Publicity in all listings (printed after contract is received) showcasing exhibitors
- ◆ Two free tickets for booth workers
- ◆ Invitation for two to the Sponsor Reception on October 13, 2010 at Lake-Sumter Community College, Magnolia Room; Reception will be from 5:30 p.m. to 7:00 p.m.

As an exhibitor, you will provide:

- ◆ Monies in the amount indicated above prior to the event
- ◆ Garbage can (as needed)
- ◆ Sufficient staff to man your booth at all times
- ◆ (Your display must be set up one hour prior to the start time of this event; you may arrive as early as TBD)

This will serve as a Letter of Agreement between the Leesburg Area Chamber of Commerce and the above stated company. Any changes to this agreement must be approved by both parties. Failure to pay the proper amount or to uphold any other part of this agreement is grounds for the L.A.C.C. to refuse your participation at this event as well as future events.

Company Representative

Date

Please write any questions of requests you have here:

Payment information on reverse side – must be filled out!

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- ◆ Your booth must be manned from 2pm-6pm, no exceptions. You may not break-down your booth until after 6pm and will need to be out no later than 8pm. There will be a **\$100 fee for breaking down before 6pm. This will be strictly enforced!**

Fax: (352) 787 – 3985 or mail to: Leesburg Area Chamber of Commerce, P.O. Box 490309 Leesburg, FL 34749-0309

Payments made by credit: Money must be into the Chamber before booth area is reserved.

Name as shown on card: _____

Phone (_____) _____ - _____ Fax (_____) _____ - _____

Billing address _____

Form of Payment: Visa _____ Master Card _____ American Express _____ Discover _____

Card #: _____ Exp. Date _____ 3 Digit Security Code _____

Payments made in cash

Amount \$ _____ Paid on _____ Paid to (staff member's name) _____

Payments made by check

Amount \$ _____ Paid on _____ Invoice # _____ Check # _____

Invoice me

_____ (initial here)