



35th Annual MERCHANTS SHOWCASE Booth Order Form Saturday, April 26, 2014

8 a.m. to 10 a.m. for businesses - 10 a.m. to 3 p.m. for the public
Bess Activity Center on the campus of Three Rivers College, Poplar Bluff, Missouri

Area businesses are invited to display and/or sell programs, materials and services. The public will be registered for four (4) \$100 cash giveaways with their paid attendance (\$1 Admission). There will be one (1) \$100 giveaway during the business-to-business session. If your business or organization would like a booth, please complete this form and return with payment.
 (PLEASE PRINT)

Company Name _____

Address _____

Email _____

Phone _____ Contact Person _____

Are you a Chamber Member? Yes No Will you require electricity? Yes No

What type of electrical equipment will be used in your booth? _____
(Electricity not provided for outdoor booths)

- Booth space is limited and will be assigned on a first-come, first-serve basis.
- The Poplar Bluff Chamber reserves the right to approve booth exhibit contents.
- **Tables and chairs WILL NOT be provided.**
- Please make checks payable to Poplar Bluff Chamber of Commerce.
- Vendors will receive a packet with booth information when they set-up.
- Vendors will receive 2 tickets to the hospitality area. (Lunch served from 11 a.m. to 1 p.m.)
- Vendors may come to the Chamber office before the Showcase for a promotional picture to be displayed on the Chamber's Facebook page. Picture will be sent to you to promote your business and event.
- Please have your booth set-up by 8:00 a.m. to make the most of the business to business networking time.
- A \$25 refundable deposit will be charged. Vendors must keep their booth up until 3:00 p.m. and turn in survey form at the end of the event for refund of the deposit. **No deposits will be returned prior to 3:00 p.m.**
- Payments to reserve booths due Friday, April 11, 2014. No refunds will be issued for booth fees.
- PB Chamber/TRC are not responsible for any damages to the content of your booth.

By signing below, the signee agrees to all the rules and conditions listed above.

Signature: _____

(More information on next page.)

Booth prices:

| | | |
|----------------------------|-------------------------------------|---|
| 10'X10' | By April 18th: | \$175 for Chamber members, \$225 for non-Chamber members. |
| | After April 18th: | \$225 for Chamber members, \$275 for non-Chamber members. |
| 5'X8' | By April 18th: | \$135 for Chamber members, \$185 for non-Chamber members. |
| | After April 18th: | \$185 for Chamber members, \$235 for non-Chamber members. |
| Outside 18'X18' | By April 18th: | \$75 for Chamber members, \$100 for non-Chamber members. |
| | After April 18th: | \$125 for Chamber members, \$150 for non-Chamber members. |

of Booths _____ X Price of Booth \$ _____ = Total for Booths \$ _____
+ Refundable Deposit \$ 25.00
_____ **Complete Total \$** _____

Mail payment to:
Poplar Bluff Chamber of Commerce,
1111 W. Pine, Poplar Bluff, MO 63901

Fax to: 573-785-1901 **Email to:** info@poplarbluffchamber.org

Credit Cards accepted. (A 3.75% fee will be added for credit card payments.)

Set Up Time: Friday, April 25th, 1 p.m. - 7 p.m.
Saturday, April 26th, 7 a.m. - 8 a.m.

Take Down Time: Saturday, April 26th, 3 p.m. - 5 p.m.

For more information contact: 573-785-7761

Office Use Only

Salesperson _____

Booth Number(s) _____

Special Instructions _____
