

2018 Business & Crafters Expo

Saturday, March 17th, 2018

9am – 3pm

(Set-up available Friday, March 16, 6-8pm)

Richmond-Burton Community High School

8311 IL Rte. 31

Richmond, IL 60071

Welcome! We are looking forward to making 2018 our BEST Expo yet!!! Located at RBCHS High School- at the intersection of Rte. 12 & Rte. 31.

Please review the information carefully and do not hesitate to contact us at the Richmond-Spring Grove Chamber of Commerce office with any questions that you may have regarding the 2018 Business & Crafters Expo. Space is limited and will be filled on a first-come, first-serve basis. Book early, we always sell out! **This form must be completed and submitted.**

EXPO GOLD SPONSOR (\$500)

Gold Sponsors will receive:

- 10' x 8' Expo booth
- Complimentary 3-3/8" x 2" ad in the Expo advertisement which is distributed to thousands of households throughout our communities and the surrounding areas. Additional copies will also be distributed at the event.
- Special signage in your booth indicating you as a Gold Sponsor.
- Prominent signage listing your business name and logo at the Expo entrance.
- 500 of your business flyers or promotional materials in our Expo goody bags, which are distributed at the event (\$50 value).
- Recognition in the Chamber eBlast newsletter.

REGISTRATION INFORMATION

Business Name: _____ Your Name: _____

Business Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

I Will Be Having a Raffle: Yes _____ No _____

BOOTH OPTIONS/COSTS: Please specify the number of booths requested and put an "X" by any extras you wish to purchase.

10' x 8' Booth Chamber (Chamber membership must be up-to-date to qualify for membership pricing).

Includes: (1) 8' Table, (2) Chairs, Wastebasket and sign (sign not included on booths booked after Feb. 24 2018)

Chamber Member _____ \$0 (pre-registered as part of 2018 Chamber membership)

Chamber Member _____ \$150

Non-Member _____ \$250

6' x 4' Booth (for Not-for-profit Organizations only, no electric available)

Includes: (1) 4' Table, (1) Chair, Wastebasket and sign (sign not included on booths booked after Feb. 24, 2017)

Chamber Member _____ \$0 (pre-registered as part of 2018 Chamber membership)

Chamber Member _____ \$75

Non-Member _____ \$150

HOME-BASED BUSINESSES (ie: Pampered Chef, Mary Kay, L'Bri, Scentsy, etc.)

\$100 _____ includes a 6' table and chair in an area dedicated to home-based businesses.

Crafters (Handmade)

\$50 _____ Booth space approx. 10'x8'

OPTIONAL – AVAILABLE TO ALL PARTICIPANTS

Donation toward Grand Prize/Raffle

\$75 _____ Receive a contact report of all guest entries into the drawings. Donating businesses will be recognized at the event- both in written publicity and during our announcements.

Electric Hook-up (main floor and food court only)

\$50 _____

Extra Table

\$25 _____

Bag Inserts (500 flyers or inserts due Feb. 22th)

Chamber Member - \$50 _____

Non-member - \$75 _____

PAYMENT INFORMATION

_____ Check (Made payable to Richmond-Spring Grove Chamber of Commerce) \$ _____ Total

_____ Credit Card (Please indicate: AMEX / Visa / Master Card / Discover)

Card # _____ Exp. Date _____ Security Code _____

Name on Card _____ Signature _____

Please mail completed forms and payment to: Richmond-Spring Grove Chamber of Commerce, PO Box 475, Richmond, IL 60071

- *NO Refunds will be issued on booth cancellation after Feb.27th.*
- *Booth must be paid in full by Feb. 24th (1/2 deposit due with registration).*
- *Minimum of \$300,000 Comprehensive General Liability insurance coverage is required, proof of insurance certificate must be received by the Chamber on or before Feb. 20th.*
- *Merchandise CAN be sold at your booth, and all sales tax requirements are your responsibility.*
- *Food permit from McHenry County Health Department is required and must be displayed to serve/sell food.*

RESERVE YOUR BOOTH, CALL THE CHAMBER OFFICE TODAY @ 815.678.7742