

The Midlothian Chamber of Commerce presents  
**Experience Midlothian Community Expo**

**REGISTRATION FORM**

**Date:** Saturday, March 24, 2012

**Time:** 9:00 a.m. – 2:00 p.m. (Booths must be ready by 8:30am\*)

**\*If you are not present by 8:30 a.m., you lose your right to that booth space**

**Location:** Midlothian Conference Center, 1 Community Circle (off Mt. Zion Rd.)

**IMPORTANT: If you need electricity, choose one of the circled booths that have electricity.**

**COMPANY NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**BOOTH # OF CHOICE: #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_

(See floor plan at [www.midlothianchamber.org](http://www.midlothianchamber.org)– booths that have electricity are marked)

**No refunds on booth reservations!**

	<u>Quantity</u>	<u>Chamber Member</u>	<u>Non-Member</u>	<u>Total</u>
Booth (10' X 8'– see map)	_____ X	<b>\$100.00</b>	<b>\$150.00</b>	= _____
Booth (10' X 10'– see map)	_____ X	<b>\$125.00</b>	<b>\$175.00</b>	= _____
Booth (10' X 12'– see map) (some include electricity – see map)	_____ X	<b>\$150.00</b>	<b>\$200.00</b>	= _____
Extra Lunches (registration includes two)	_____ X	<b>\$8</b>	<b>\$8</b>	= _____

***Lunch RSVP Required by March 20***

Booth prices will include one skirted table, two chairs, sign with business name, and booth backdrop.

**LAST DAY FOR REGISTRATION IS WEDNESDAY, MARCH 16, 2012.**

\_\_\_\_\_  
 Signature/Title Date

**MAKE CHECKS PAYABLE TO MIDLOTHIAN CHAMBER OF COMMERCE & MAIL WITH THIS FORM TO:**

**Chamber of Commerce, 310 North 9<sup>th</sup> St., Midlothian, TX 76065**

**or call 972-723-8600 to pay by credit card.**

**For More Information, contact the Chamber at 972-723-8600 or email at [info@midlothianchamber.org](mailto:info@midlothianchamber.org)**

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**Experience Midlothian Community Expo**

**INFORMATION SHEET**

**Date:** Saturday, March 24, 2012

**Time:** 9:00 a.m. – 2:00 p.m. (Booths must be ready by 8:30 a.m.)

**Location:** Midlothian Conference Center, 1 Community Circle (off Mt. Zion Rd.)

**\*If you are not present by 8:30 a.m., you lose your right to that booth space.**

**Space is limited. No exclusives will be offered. We cannot guarantee which businesses will be near your booth. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber office. Only Chamber members can be invoiced.**

1. Exhibitors may set up their booths on Friday, March 23, 2012, between 9:00 a.m. – 8:00 p.m., and Saturday, March 24, 2012, between 7:00 a.m. – 8:30 a.m. Doors for the public open at 9:00 a.m. Unloading should be through the marked doors and not through the lobby area. **If exhibitors are not present by 8:30 a.m., booth space may be reassigned.**
2. ***Exhibitors must remain open until 2:00pm.*** Move out must be completed by 4:00 p.m. If an exhibitor vacates their space early, it will be up to the planning committee to determine the vendor's ability to participate in future Chamber events.
3. ***Setup:*** No tents are allowed in booth space. Canopies must fit within the booth space only.
4. ***Optional:*** You may have your own door prize drawings. You are responsible for all supplies and for contacting the winners. These winners will not be announced.
5. ***Placement:*** Space is limited. No exclusives will be offered. We can not guarantee which businesses will be near your booth. Booths are assigned on a first-come, first-served basis, but are not considered secure until a signed, completed form is returned (with payment) to the Chamber office. Only Chamber members can be invoiced.
6. ***Hospitality and Lunches:*** There will be a Hospitality Area for exhibitors prior to the event opening. Each booth registration includes two lunches, which will be delivered to the booth. **If you need to order more lunches for your booth workers, please RSVP by March 20. Cost for additional lunches is \$8 each. The Taste area of the Expo will have a small admission charge for participation.**
7. ***Parking:*** Exhibitors are requested to park in the Navarro College parking lot.
8. The exhibitor acknowledges and agrees that the Midlothian Chamber of Commerce is a non-profit business organization and is undertaking the sponsorship of and provision of exhibition space for the benefit of and as a service to its members. Accordingly, the exhibitor agrees to assume, and indemnify the Midlothian Chamber of Commerce and does hereby assume all risks, responsibilities and liabilities to losses, property damages or personal injuries resulting directly or indirectly from the installation, operation, maintenance, dismantling, and removal of exhibits and displays, and, therefore, the Midlothian Chamber of Commerce will have no responsibility.
9. By signing registration form, you agree to comply with and abide by these rules and regulations.

**Turn in registration form and keep this page for later reference.**

**For last minute emergency contact, phone number is 972-723-7919 or 972-921-7284**

**Sponsorship Opportunities – Experience Midlothian Community Expo**

**Here's your chance to really highlight your business!**

The Expo is one of the best ways to showcase your business to consumers in Midlothian and surrounding areas. Promote your business to the attendees who want one-stop shopping for their business and personal needs.

**Date:** March 24, 2012

**Location:** Midlothian Conference Center

**Contact:** Midlothian Chamber of Commerce 972-723-8600

- **Presenting Sponsor at \$1,000 (ONE Available)** The program will be referred to as “Experience Midlothian Community Expo of the Midlothian Chamber of Commerce, presented by ABC Company.”  
**Benefits for Presenting Sponsor**—Receives top billing in advance publicity, on Chamber web site, and on materials printed for the event; One available location booth; corporate logo on programs; inclusion in weekly newsletter; press release recognition; website headline news recognition; link on website; additional four lunches.
- **Event Sponsors at \$750 (Four Available)**  
**Benefits for Event Sponsor**— Recognition on advance publicity, on Chamber web site, and on materials printed for the event; One available location booth; corporate logo on programs; inclusion in weekly newsletter; press release recognition; website headline news recognition; link on website; additional two lunches.
- **Gold Sponsors at \$500 (Citizens National Bank of Texas, Hilco Electric Cooperative, Inc.)**  
**Benefits for Gold Sponsors**—Recognized in advance publicity, on Chamber web site, and on materials printed for the event as a Gold sponsor; One available location booth space; recognition on programs; recognition on website; recognition on weekly newsletter.
- **Silver Sponsors at \$250 (Open Availability )**  
**Benefits for Silver Sponsors**—Recognized on Chamber web site, and on materials printed for the event; One available location booth space; recognition on programs; recognition on weekly newsletter.

\_\_\_\_\_ Yes, I am interested in the following sponsorship \_\_\_\_\_

\_\_\_\_\_ Invoice me

\_\_\_\_\_ Contact me at \_\_\_\_\_

Name: \_\_\_\_\_

Return form to the Chamber at 310 North 9<sup>th</sup> Street, Midlothian or fax to 972-723-9300.