

RICHMOND CHAMBER OF COMMERCE
ECONOMIC SUMMIT
Conference & Business Expo



2010 BUSINESS EXPO EXHIBITOR INFORMATION

Thank you for exhibiting at the 2010 Economic Summit Business Expo, on Tuesday, September 14, from 5pm to 7pm, at the Richmond Memorial Auditorium.

We are delighted that your business will be represented at this important event for Richmond. This letter is to confirm your participation and to provide further details for the day of the event.

ECONOMIC SUMMIT BUSINESS EXPO

Tuesday, September 14, 2010

5:00 pm to 7:00 pm

Richmond Memorial Auditorium

403 Civic Center Plaza, Richmond, CA 94804

Due to the scope of the event, we are asking all Exhibitors to set-up their table space the day before the expo, **Monday, September 13th**. Set-up will be facilitated between **11:00am and 5pm**. For those who are serving food or need to do last minute preparations, a time for set-up will again be available on the day of the expo, **Tuesday, September 14th** from **4:30pm to 5:00pm** prior to the opening of the event. No exceptions can be made regarding the set-up times on both the 13th and the 14th.

- There is plenty of public parking near the Auditorium. During set-up times on Monday, September 13th, please load in and out through the front/lobby doors. During the set-up times on Tuesday, September 14th, please load in and out through the side doors (facing South, off of Nevin Avenue). The Chamber is not responsible for anyone who chooses to park illegally during the set up process.
- Upon arrival, visit the registration table for your booth number and location.
- A 6 ft. table, 2 chairs and white table cloth will be provided for each table space. You may use your own table covering if you prefer.
- If you are a food exhibitor, please prepare samples of your product for approximately 500 guests.

- If you are a Sponsor, or an Exhibitor who has paid the additional fee to be included on the “Expo Giveaway Passport,” you will be asked to place a sticker next to your business name on those bearing a passport card during the event. The Chamber will provide you with the stickers when you arrive. After the card is complete, guests will be asked to return the card to the registration table. They will be entered into a drawing to receive an Apple iPad. Exhibitors are also welcome to participate in the drawing.
- If you have requested electricity for your space, please provide your own 50’ extension cord. Also provide a power strip if you require more than one outlet plug. If you need access to electricity but have not specified that to the Chamber office, please contact us so your table will be placed in a position to plug-in.
- Only one business per table space, unless approved by the Chamber office prior to the event.
- You are welcome to provide your own free standing displays/easels, but please notify the Chamber office so that you will be placed in a location that will not hide or distract from other Exhibitors.
- Please be ready to exhibit beginning at 5:00pm when the doors open. Out of respect for the other exhibitors, please plan to stay for the entire event. You may begin the tear-down process at 7:00pm when the expo has come to a close.

Questions? Please contact Shannon Reinhardt, at shannon@rcoc.com or 510-234-3512.

If we have not received your payment for participation, please send a check, made out to the Richmond Chamber of Commerce, to 3925 Macdonald Avenue, Richmond, CA 94805, or call to pay by credit card over the phone, 510-234-3512.

Thanks for your participation and we look forward to seeing you at the event.

Shannon Reinhardt

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Richmond Chamber of Commerce

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