



## 2018 Peotone Business Expo Registration Form

Saturday, November 3<sup>rd</sup>, 9:00am – 12:00pm

Peotone High School - 605 W. North St. Peotone, IL 60468

**Registration Deadline – October 13th**

Note: Spaces are limited. Please RSVP early

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

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Please mark which booth you would like to reserve below:

All booths are 8'x8', located in the commons area. Please bring your own tables and chairs. All booths must be reserved by the deadline date in order for exhibitors to participate.

\_\_\_\_\_ Chamber Member Booth Cost: FREE      \_\_\_\_\_ Non-Chamber Member Booth Cost: \$25

**\*\*Special Offer\*\* Become a 2019 Peotone Chamber of Commerce Member and receive your booth for FREE!**  
(Membership Fee \$150) Visit [Peotonechamber.com](http://Peotonechamber.com) for more information or call 708-258-9450.

**Required:** To reserve a booth you must either be a Chamber Member or your business resides within the 207U Peotone School District. We highly recommend you to have 250 promotional items to hand out and use this opportunity to maximize your exposure, be creative!

### BOOTH GENERAL RULES & INFORMATION

**Display:** Participants must keep their display within their allotted 8x8 booth space. Displays are not allowed in the aisles or outside of the booth space. You may request more than one booth with your reservation if you need additional space.

**Sales:** Sales are allowed at the Business Expo however, you are responsible for charging sales tax and taking payments. If you sell goods at the expo, you must also provided purchasers with valid information on your sales and return policy, liability and contact information should they wish to follow up with you.

**Set Up:** School opens at 7:00am on Saturday November 3<sup>rd</sup>. Booths must be completely set up by 8:30am. Coffee and snacks will be provided for exhibitors in the commons area before opening. PLEASE ALLOW ENOUGH TIME TO SET UP!

**Tear Down:** Begins no earlier than 12:00pm. Tear down of your booth must be completed by 1:00pm. Please do not leave your booth early, plan to be present for the entire event to represent your business.

**Registration Deadline: Check and Form Due October 13, 2018**

Mail your entry form and check to: PO Box 877, Peotone, IL 60468

All checks made payable to Peotone Chamber of Commerce. No refunds.

If you have any questions, contact Julie Sluis at [info@peotonechamber.com](mailto:info@peotonechamber.com) or call 708-258-9450

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