

Lake West Chamber of Commerce Business Expo

Saturday, March 29, 2025 / 9 AM - 4 PM

Great Location! Lake Christian Academy/ Hwy 5, Sunrise Beach

APPLICATION AND EXHIBITOR CONTRACT

Business Name: _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Telephone: _____

Fax #: _____ E-Mail: _____

Will you be selling product at your booth? Yes _____ No _____ if yes, please provide your Missouri Sales Tax ID _____

Product or Service you will be exhibiting _____

Chamber Member: YES NO If NO, refer to *Non-Member addition below.

BOOTH RATE (SEE FLOOR PLAN)

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>TABLES REQUESTED</u>	<u>RATE</u>	<u>TOTAL</u>
_____	Standard Booth 8' X 10'			
	Please Select Size and Number: 4' _____ 6' _____ 8' _____	NO table _____		_____
_____	End Aisle Booth 8' X 10'			
	Please Select Size and Number: 4' _____ 6' _____ 8' _____	NO table _____		_____
_____	Bulk Booth 12' X 20'			
	Please Select Size and Number: 4' _____ 6' _____ 8' _____	NO table _____		_____
_____	Hall Booth 6' X 10'			
	Please Select Size and Number: 4' _____ 6' _____ 8' _____	NO table _____		_____
_____	Outside Booth (varies)			
	***Outside placement is at the Chamber's discretion for maximum visibility.			_____

***Non-Member add this to your total cost.**

This fee will include a full year's Membership in the Lake West Chamber of Commerce. **\$360** _____

TOTAL _____

Amount Enclosed: Minimum 50% Deposit _____

(If registering after March 7, 2025, full payment is due with application)

BALANCE (due by March 14, 2025) _____

(Unpaid balances may result in forfeiture of your booth space)

We will donate an item to be given away during the Expo.

I have completed the other side of this form.

Applications will be accepted as long as space is available. Once the Expo is full, the office will keep the application on file in the order they are received, in case an opening becomes available.

Applications received after March 14, 2025 require a cashier's check, money order, or credit card (+3% CC processing fee).

BE SURE TO COMPLETE THE OTHER SIDE OF THIS FORM - SIGN AT BOTTOM OF PAGE 2

BOOTH LOCATION

Booth fee includes: Pipe & drape booth; (2) chairs; (1) wastebasket; (1) exhibitor sign and (1) skirted table in your choice of length (4', 6', or 8').

SET UP AND TEAR DOWN INFORMATION

SET UP: Exhibitors will be able to set up on **Friday, March 28, 2025 from 9 am to 6 pm.**

***** NO EARLY BREAKDOWN*****

****All exhibitors are expected to stay until 4 pm on Saturday! If you do break down early, you will not be able to reserve your space for the 2026 Expo. ****

PLEASE NOTE ELECTRICAL SERVICE: Page & Brown Convention Services will be contacting each vendor about 4 weeks prior to the show to arrange for electrical service if needed and any extra skirted tables, booth carpeting, etc. Electrical service requires a separate payment to Page & Brown. Go to www.pagebrown.com for a complete listing and costs.

Exhibitors are required to have booth carpeting or floor protection pads for items placed on plastic floor, and must only use tape provided by Page & Brown to secure electrical cords, etc.

EXHIBITORS PARKING

All Exhibitors are required to park in exhibitor parking which is across the street behind Poly Lift. If exhibitors have extra people coming in throughout the day they are also required to park in the exhibitor parking area only. This allows more parking for customers.

This is a rain or shine event. There are no refunds or rain dates in the event of poor weather. Expo hours are 9:00 a.m. to 4:00 p.m. on Saturday, March 29 and booths must be manned during those hours. Exhibitors are expected to tear down and remove materials immediately following the 4 pm closing of the Expo.

NO SHOW POLICY

An exhibitor that fails to attend the Expo without a ten (10) day notice to Lake West Chamber will forfeit their right to reserve their booth for the following year's Expo.

**Please complete, sign, and return to Lake West Chamber of Commerce by March 14, 2025.
Thank you for your membership in the Lake West Chamber.**

Signature: _____ Date: _____

**Remit to: Lake of the Ozarks West Chamber of Commerce
P O Box 340, Sunrise Beach, MO 65079
573-374-5500 / 877-227-4086 (toll free) / 573-374-8576 (fax)**

Office Use Only:

Office Staff

Date Received

Amount Received

Check #

Credit Card

Booth Number