

# 2010 North Hays County Community Expo



& Resume Drop-Off

Thursday, October 7, 2010

Hays CISD Performing Arts Center

Presented by: the Kyle Area Chamber of Commerce & Buda Area Chamber of Commerce

Dear Valued Members:

Believe it or not, the time has come to start preparing the 2010 North Hays County Community Expo which will take place at the Hays CISD Performing Arts Center on October 7, 2010 from 3pm-7pm. Once again this event will be a combined effort of the Buda and Kyle Area Chambers of Commerce.

Please check at which level you would like to participate and indicate which chamber of commerce you are participating with.

- PREMIUM LOBBY BOOTH \$400** (Booth Spaces 1-30 located in the front lobby)
- HALL BOOTH \$150** (Booth Spaces 31-40 located in the halls connecting the side wings to the front lobby)
- SIDE WING BOOTH \$200** (Booth Spaces 41-76. Choose between the left wing and right wing)

## **Please be aware of the following rules that will apply to the booth area:**

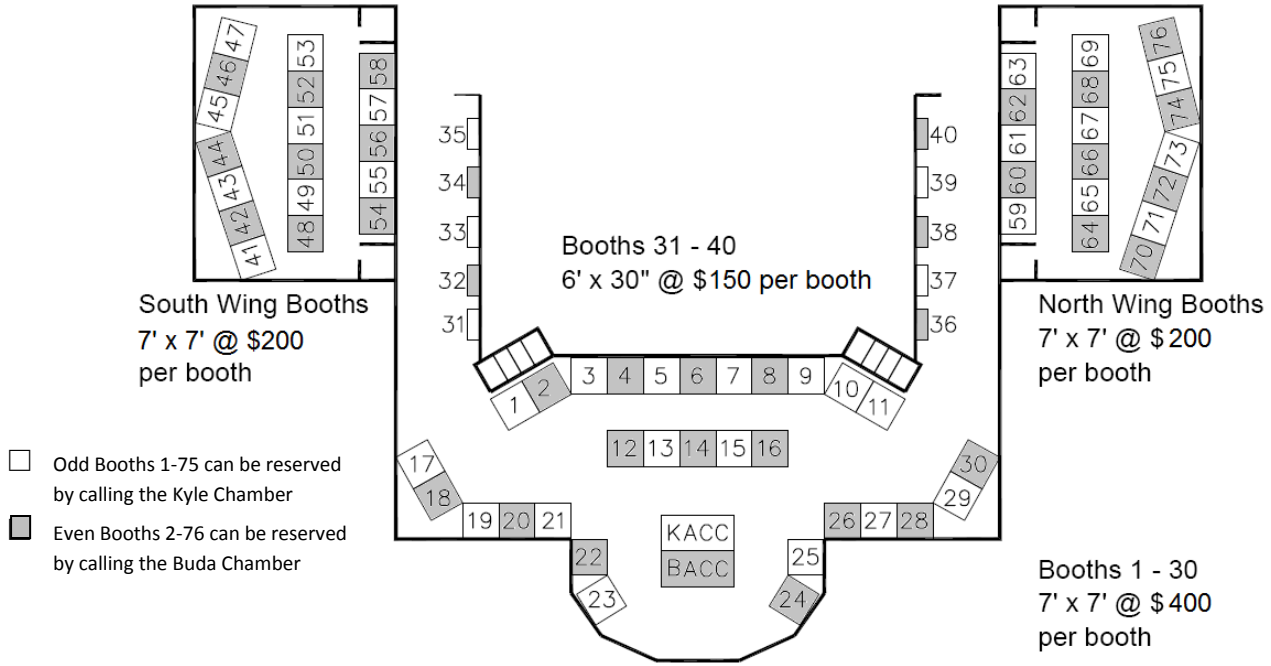
- Only one business represented per booth. No booth sharing.
- Booth displays must stay within the confines of the booth which is 7'x7' in booths 1-30 and 41-76, and 6'x3' in booths 31-40.
- All booths include pipe and drape space dividers, 1 booth exhibitor sign, 1 skirted table and 2 chairs. Booths 12-16 do not have back walls because of their location.
- If you wish to collect resumes during the Expo please indicate so on the application form so that we may inform visitors.
- If you require electricity, there will be an additional set-up charge.
- Payment is due at time of reservation. If you require additional time, please speak with either Carolyn or Maggie for an extension.
- We will be giving away \$500 in gift cards throughout the evening, with a grand prize drawing at 6:45pm.
- We are seeking door prize donations with a \$20 minimum value to raffle off throughout the Expo. Please drop off donations to the Buda or Kyle Chambers by Friday, October 1.

## **Important Setup and Takedown information:**

- Set up will take place from 12pm-2pm on Thursday, October 7.
- There will be an opportunity for Business to Business Networking from 2pm-3pm.
- At 3pm, the doors will open to the public and the Community Expo will begin.
- Takedown is at 7pm. It is important for ALL Exhibitors to stay until 7pm. Please NO EARLY TEARDOWN.
- Food Exhibitors must remain available to serve from 2pm-7pm.

Thank you very much for participating in the 2010 North Hays County Community Expo. To reserve your booth space, please contact Maggie at the Kyle Chamber or Carolyn at the Buda Chamber. Booth spaces are on a first come, first serve basis. All registration forms are due by September 24<sup>th</sup>. After September 24<sup>th</sup> there is no guarantee that your business or organization will receive a listing in the map published by the Kyle/Buda Eagle.

# Community Expo Registration Form



- Odd Booths 1-75 can be reserved by calling the Kyle Chamber
- Even Booths 2-76 can be reserved by calling the Buda Chamber

Please fill out the Information below in Print.

Which Chamber of Commerce are you registering with?

Buda Area Chamber of Commerce

Kyle Area Chamber of Commerce

Booth Level Preferred (Premium, Hall, Side Wing)

Booth Number Preferred (See Layout Above)

Business/Organization (As you would like it to appear on your booth sign)

Will you be accepting resumes?

Contact Person Name

Contact Person Phone Number

Email Address

Fax Number

Check here if you would like electricity. There is an additional \$25 setup fee.

Payment may be made by cash, check or credit card. Please indicate below how you would like to submit payment.

- Cash            \$ \_\_\_\_\_
- Check            \$ \_\_\_\_\_
- Credit Card    \$ \_\_\_\_\_

If paying by credit card, please fill out the information below.

Name on Credit Card

Credit Card Number

Expiration Date

Billing Address

City

State

Zip Code

Authorization Signature

Date

Please submit the registration form no later than September 24<sup>th</sup> to be included in the map layout. A non-refundable \$50 processing fee will be assessed for any cancellations received. For more information please contact Carolyn at the Buda Chamber at 512-295-9999 or Maggie at the Kyle Chamber at 512-268-4220.