



**Tuesday, February 19, 2019**

**4:00pm to 7:00pm**

**Central Piedmont Community College**

**CPCC - Levine Campus**

**2800 Campus Ridge Road**

**Matthews, NC 28105**

**Don't miss this amazing Trade Show!**  
**Connect with the public and other business owners**  
**100 + Vendor booths**  
**BEST Booth Awards presented**  
**Restaurants serving food samples**  
**Exclusive Vendor Only Networking Opportunity 3p to 4p**  
**Sign up today or skip the form below and REGISTER ONLINE!**

**VENDOR APPLICATION:**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_

**Matthews Chamber Member Exhibit Fees: (Please check preference)**

**Early Bird:** \$185 \_\_\_\_ (early bird **PAID** registration—\$185 if by Friday, Dec 21 at 12 noon)

**Booth:** \$200 \_\_\_\_ if paying after Dec 21

**Premier Booth:** \$250 \_\_\_\_ (if available - 1st come, 1st serve)

**Non-Profit:** \$150 \_\_\_\_ (no premier spaces)

**Restaurant:** Free booth with food samples for 500 + (Food Court) \_\_\_\_

**Non-Chamber Member Exhibit Fee:** \$300 \_\_\_\_ (payment must be made in full with application)

Internet Access needed: WiFi is available (you will receive code with registration packet)

The Chamber will provide an 8' wide x 6' deep space for each vendor which will include a 6' table & 2 chairs. \*You are to provide your own table cloth\* If you purchased a Premier Booth space, it will also include a back drape.

Advertising in Expo Brochure: 1/4 page ad = \$100 and 1/2 page ad = \$175. Limited Space!

\_\_\_\_ YES, I am interested in more information about advertising during event!

**All applications and payments must be in by Tuesday, February 12, 2019. Spaces are NOT guaranteed until payment is received.**

**Cancellation Policy** - All cancellations MUST be received one week prior to the event, February 12th. No Refunds after that date will be given out. No exceptions. Fifty percent of the booth fee will be refunded or credited to your Chamber account providing the participant requests such cancellation in writing at least one week prior to Greater Matthews Business Expo. See side 2 →

**For more information, contact The Matthews Chamber of Commerce**

**704-847-3649 / fax 704-847-3364**

**chamberinfo@matthewschamber.org**

**210 Matthews Station Street / PO Box 601 / Matthews, NC 28106**



## VENDOR CONTRACT AND RELEASE AGREEMENT FOR FEBRUARY 19, 2019

In anticipation of a highly successful event on February 19th, please read this document, sign and return the contract to the contact below.

Set up time is from 1-3pm.

The show will start at 4pm (no one will be allowed to set up after the show opens to the public).

No one will be permitted to break down before 7pm.

Your booth will be 8' wide x 6' deep and will include a 6' table & chairs. **\*\*You are to provide table cloth\*\***

If you purchased a premier booth, your space will also include a black back drape.

If you require electricity, please provide the necessary cords (50' minimum) and tape to cover any cords.

No sales of alcohol. Dress code of business attire or business casual is mandatory and exclusion from the expo due to the violation of these rules is solely within the Chamber's discretion.

**Cancellation Policy** - All cancellations MUST be received at least one week prior to the event, February 12th, 2019.

No Refunds after that date will be given out. No exceptions. Fifty percent of the booth fee will be refunded providing the participant requests such cancellation in writing at least one week prior to Greater Matthews Business Expo.

Completion and submission of this Application represents my commitment to participate in Greater Matthews Business Expo on February 19, 2019.

The undersigned does hereby and forever discharge the Greater Matthews Business Expo Event Committee, the event Sponsors, the Town of Matthews, Central Piedmont Community College and the Matthews Chamber of Commerce from all manner of actions, suits, damages, claims and demands whatsoever in law or equity, and from any loss or damage to the undersigned's property, while in the possession, supervision or auspices of the Greater Matthews Business Expo event, its agents, representatives or employees.

I have received and read the above guidelines and I agree to abide by them. The Matthews Chamber of Commerce has my permission to publish photographs or videos taken of me, my booth and my work during the event for purposes related to promotions of the event, past or future.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If not registering online, please return this form and signed contract to:

Dawn Sigmund  
Member Event Coordinator, Matthews Chamber of Commerce  
[chamberinfo@matthewschamber.org](mailto:chamberinfo@matthewschamber.org)  
704-847-3649  
Fax: 704-847-3364  
[www.matthewschamber.org](http://www.matthewschamber.org)

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