

The Albany Area Chamber of Commerce

Presents the

2009 Businesses on Display Tradeshow

Get Connected...

Make Hundreds of Contacts in Less than 6 Hours!

Wednesday, September 23rd

Linn County Fair & Expo, Willamette Events Center

11:30 AM - 1:00 PM - Membership Forum Luncheon

1:00 PM - 6:30 PM - Businesses on Display Tradeshow

Premier Sponsors:

ALBANY
Democrat-Herald

BBSI

A Human Resource Management Company



ExpressSM
EMPLOYMENT PROFESSIONALS

Central Willamette
COMMUNITY CREDIT UNION



Networking • Exposure • Growth • Referrals • Connections

Vendor Registration

Business Name: _____
Contact: _____
Address: _____
City/State: _____ Zip Code: _____
Phone: _____
Fax: _____
E-mail: _____
Make checks payable to:
Albany Area Chamber of Commerce
Credit card #: _____
Exp Date: _____
Signature: _____

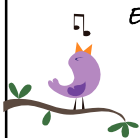
All booth reservations are on a first-come, first-serve basis. **Payment must accompany reservation form.**

INCLUDED IN BOOTH RENTAL:

- ✓ A 10' x 10' draped booth in burgundy and ivory.
- ✓ One skirted 8' table with white plastic covering, two chairs, and hooks to hang your signs.
- ✓ One registration for the Membership Forum

SET-UP TIMES:

4:00 - 7:00 PM on Tuesday, September 22nd
8:00 - 10:30 AM on Wednesday, September 23rd
Booths must remain open until 6:30 PM

 *Early-Bird Rates (Aug 7th):*

Members:
\$250.00 per booth
\$300.00 After Aug. 7

Non-Members:
\$350.00 per booth
\$400.00 After Aug. 7

Please make a selection for each option

of 10x10 ft booths _____

Complementary 8 foot table: Yes No

Extra tables: Yes No
of tables _____ x \$27.00

Electricity: Yes No
110v-\$20.00
220v-\$50.00

- Free wireless internet available
- Renewable Energy provided by Pacific Power- Blue Sky

*One door prize is required.
Additional booth prizes are also welcome.

Total Enclosed: \$ _____

TAKE-DOWN TIMES:

6:30 - 9:30 PM on Wednesday September 23rd
8:00 - 10:00 AM on Thursday, September 24th
Booths MUST be removed by 9:00 AM on Thursday.

Circle the number of tickets you would like to give to clients for free admission.

5
10
25
30



The first 75 booths registered will be entered to win a banner courtesy of



Please Join Us For Another Opportunity to Get Connected...

at the

MEMBERSHIP FORUM LUNCHEON



11:30 AM - 1:00 PM Forum Luncheon
At the Linn County Fair and Expo Center
All Attendees must be pre-registered

Name of **ONE** complimentary attendee*: _____

* The Membership Forum is held in conjunction with Businesses on Display. Vendors are allowed one complimentary attendee. You can purchase more tickets at an additional cost. **Pre-registration is required!**

PLEASE MAKE A COPY OF REGISTRATION FLYERS FOR YOUR PERSONAL RECORDS

DOOR PRIZE DONATION is required by each vendor. Please prepare a **certificate** stating the prize and the dollar amount (\$25.00 minimum value) for the day of the event. Bring the **certificate** (not the actual prize) to the **Chamber booth** by the beginning of the trade show. When your prize is drawn, the winner will go to your booth or place of business and redeem the **certificate** for the actual prize. Also, if you have additional door prizes at your booth, please feel free to have drawings during the tradeshow.

INSURANCE REQUIREMENTS:

Exhibitors are required to obtain insurance to cover exhibit materials and public liability insurance. The Albany Area Chamber of Commerce and the Linn County Fair and Expo Center are not responsible for injuries to persons and/or damage or loss of merchandise and exhibit materials.

CANCELLATION/REFUND POLICY:

Any cancellation or changes **MUST** be requested in writing and received at the Chamber no later than thirty (30) days prior to the show or August 23, 2009.

ADDITIONAL REGULATIONS:







Indemnity Agreement. For good and valuable consideration the receipt of which is hereby acknowledged, including the cooperation of the Chamber and the Linn County Fair and Expo Center, in organizing the “Businesses on Display” in which the applicant wishes to participate, the Exhibitor agrees to indemnify and hold the Chamber, members of the Chamber and directors, officers and employees of the Chamber and Host (the “Indemnities”) harmless from any and all liabilities, damages, losses, cost or expenses they incur arising from the participation of Exhibitor in the “Businesses on Display”, including but not limited to: a) Liabilities and attorneys’ fees that the Indemnity may sustain or incur on account of damage to or destruction of any property that the Chamber and/or Host may own or in which it may have an interest; b) Liabilities and attorney’s fees on account of any damage or destruction of any property belonging to or any economic loss suffered by any person, firm, or corporation; c) Liabilities and attorney’s fees on account of any damage to any person or other entity resulting from injury to or death of any person or persons, whether the injury is to a member, employee, agent or customer of exhibitor either before, during or after the “Businesses on Display”, or in any way connected with Exhibitor, its agents, employees, customer, invitees or guest, except insofar as such damage or injury may result from Indemnities’ own intentional notorious conduct.

Liability. The Exhibitor is entirely responsible for the leased space and shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the building. Exhibitor shall not affix to the walls windows or floors of the building any advertisements, signs, etc., or use Scotch tape, masking tape, duct tape or any other adhesive-type material on painted surfaces. **Helium balloons and candles are not allowed.** Automobiles, trucks and similar conveyances shall have a drip pan and/or protective material under them to safeguard the floor from dirt, oil stains, etc., and all landscaped areas must have a similar barrier under them to safeguard the floor. The Exhibitor agrees to reimburse the Chamber and/or the Host for any loss or damage occurring to the premises or equipment.

I, the duly authorized representative of the undersigned company, subscribe and agree to all the terms and conditions listed on this agreement. Please make a copy for your records and return the original.

Vendor Signature: _____ Date: _____

CHECKLIST FOR SUCCESS

-  Advertise!
-  Give complimentary admission tickets to clients!
-  Stand in front of your table and initiate contact with the crowd!
-  Wear comfortable shoes or bring a carpet/mat to stand on!
-  Bring promotional items to pass out!
-  Have fun and enjoy the day!

QUESTIONS?

Call Danielle at the Chamber office 926-1517 or send an email to dgabriel@albanychamber.com.

435 1st Ave W.
Albany, OR 97321
www.albanychamber.com
Phone: 541-926-1517
Fax: 541-926-7064



“Your Business & Community Advocate!”

2009 Businesses on Display Map

E 217	E 216	E 215	E 214	E 213	E 212	E 211	E 210	E 209	E 208	E 207	E 206
Mark Thomas Motors			AMF Albany	Burgerville	Work source Oregon	Xtreme Grafik	Bo Mac's	Umpqua Bank	TMI Janitors		

194	E 195	E 196	E 197	E 198
193	E 192	E 191	E 190	E 189
			On-call Heating & Air	Reliant Comm.

199	200	201
188	187	186
	Margus all Homes	Sizzler

E 202	203	204	205
185	184	183	182
Target Dist Ctr	Phoenix Inn		

170	171	172	173
169	168	167	166
		Linfield College	Allied Waste

174	175	176	177
			Citizens Bank
165	164	163	162
Art of Touch	Comcast	Salhaven Humane Society	KGAL/KSHO

E 178	E 179	E 180	E 181
Pentagon Windows	Albany Library	Ray's Food Place	
E 161	E 160	E 159	E 158
Fisher Funeral Home	Rep. Andy Olsen		Office Furn. Concepts

E 146	E 147	E 148	E 149	E 150
				King Office Equipment
E 145	E 144	E 143	E 142	E 141
	Mifflinman Press	Costco	Red Canoe	Admin Insight

151	152	153	154
Web Change	North Coast Electric		Linn-Benton Furniture Share
140	139	138	137
Berle's Furnaces	Selco	Barker-Urblings	New Horizons

155	156	157
	Express	
136	135	134
Linn-Co FCU	Quality Inn	Advanced Chiropractic

122	123	124
		Visitors Association
121	120	119
		Best Heating

E 126	E 127	E 128	E 129
Weatherford Thompson	Pacific Power	Town & Country	NW Comm. CU
E 117	E 116	E 115	E 114
	BBSI		Albany D-H

E 130	E 131	E 132	E 133
Assum-Outour	Peak Internet	Fitzpatrick Painting	
E 113	E 112	E 111	E 110
	CWCCU		Samaritan Health

E 101	E 102	E 103
Hub City Detailing		

E 104	E 105	E 106
	SAC	Chamber

Entrance

	E 108	E 109
NW Realty Consultants		

Booth Choice #1: _____
 Booth Choice #2: _____

Booth Choice #3: _____

Booths are on a first paid, first selection basis. Although we try to accommodate all requests, we must handle in the order received.

Booths must be paid in full before a selection can be made.

***Booths marked with an E are the only booths marked for electricity.**

Membership
Forum Area

Updated 07/30/09