



Greater Topeka Partnership

# BUSINESS EXPO

**TUESDAY, OCTOBER 22, 2019**

**RAMADA TOPEKA DOWNTOWN | 420 SE 6TH AVE.**

**LUNCHEON | NOON - 1 P.M.**

**EXPO | 1 - 4:30 P.M. (open to public)**

**BUSINESS UNWIND | 4:30 - 6:30 P.M.**

REGISTER ONLINE AT [Bit.Ly/2Gg4Kza](https://bit.ly/2Gg4Kza)

# BE AN EXHIBITOR!



# MORE FOR YOUR BUSINESS

By participating in the **Greater Topeka Partnership Business Expo** you can show what your company has to offer and learn what your peers in the marketplace can provide to benefit your business.

## Special Events

- Luncheon - Reservations \$35 each  
Please note: Lunch is NOT included with booth reservation
- Business Unwind - 4:30 - 6:30 p.m. for Partnership members and their guests. Beverages and hors d'oeuvres provided. There will be special door prizes at this event.  
(Plan to have one or two people available to staff your booth during the social)

## You Receive

- 24-hour exhibit hall security
- One 10' wide x 8' deep white-draped display table and two chairs

## Eligibility

- Booths will be assigned on a first-come, first-served basis upon receipt of contract, booth rental fee and electrical outlet fee (if applicable)
- **One per booth**

## Promotion

- Promotion of the Business Expo in Top Mag, at Partnership events, and in Partnership mailings
- Media campaign week of event

## Booth Prices

Size	Member Early Bird Fee (through Aug. 31)	Member Fee (after Aug. 31)	Non-Member Fee (any time)
10' wide x 8' deep	\$500	\$600	\$800
20' wide x 8' deep	\$850	\$950	\$1,400
Atrium: 10' wide x 8' deep	\$350	\$450	\$750
Nonprofit: 10' wide x 8' deep	\$350	\$400	\$700
8' table: Fountain/Atrium	\$200	\$250	\$350

## Exhibitor Schedule

- **Move-In: Tuesday, Oct. 22, 8 a.m.–noon.** Exhibits must be ready by noon
- **Move-Out: Tuesday, Oct. 22, 6:30–8 p.m. No move-out before 6:30 p.m.**

### EXHIBITORS WILL BE FINED \$50 FOR EARLY MOVE-OUT.

- Please remove all exhibitor property from the Ramada Topeka Downtown by 8 p.m. on Tuesday, Oct. 22. Any remaining property will be removed from the premises by the Ramada. Expenses incurred in moving property will be charged to the exhibitor.

## Door Prizes

- This year door prizes will be given out by the Partnership with a minimum of two in the afternoon and two during Business Unwind. Please consider supporting the door prizes as a sponsor for \$100 on the contract. Booths are still able to provide drawings in their booths but the winners will not be announced during the Expo.

## Booth Awards

- Eight (8) exhibitor awards will be presented: Best of Atrium, Best First-Time Exhibitor, Most Interactive, Most Informative, Most Creative, Friendliest Booth, Best Product Demo/Technology and Best of Show.

## Expo Manager

- **Ashlee Spring**, Greater Topeka Partnership  
719 S. Kansas Ave., Ste. 100 • Topeka, Kansas 66603  
785.215.8713 • fax 785.234.8656  
Ashlee.Spring@TopekaPartnership.com

## Register Online

- Register online at [Bit.Ly/2Gg4Kza](https://bit.ly/2Gg4Kza)



# EXHIBIT SPACE CONTRACT

## RETURN THIS FORM TO:

2019 Business Expo  
 Greater Topeka Partnership  
 ATTN Ashlee Spring  
 719 S. Kansas Ave., Ste. 100 • Topeka, KS 66603  
 785.215.8713 • fax 785.234.8656



Ashlee.Spring@TopekaPartnership.com

This agreement covers the rental space at the 2019 Business Expo sponsored by the Greater Topeka Partnership Tuesday, Oct. 22. Please print. A packet of information will be sent to you at the end of September.

NAME OF EXHIBITOR (Company) \_\_\_\_\_  
 Please indicate spelling of company name as you wish it to appear in promotional materials.

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT (Name) \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Approximate number of people from your company who will attend BUSINESS UNWIND \_\_\_\_\_

### BOOTH SPACES

Circle your selection and fill in amount due. (Booths will be assigned by show management on a first-come, first-served basis.)

Size	Member Early Bird Fee (through Aug. 31)	Member Fee (after Aug. 31)	Non-Member Fee (any time)	Amount Due
10' wide x 8' deep	\$ 500	\$ 600	\$ 800	\$ _____
20' wide x 8' deep	\$ 850	\$ 950	\$ 1,400	\$ _____
Atrium: 10' wide x 8' deep	\$ 350	\$ 450	\$ 750	\$ _____
Nonprofit: 10' wide x 8' deep	\$ 350	\$ 400	\$ 700	\$ _____
8' table: Fountain/Atrium	\$ 200	\$ 250	\$ 350	\$ _____

Each single booth contains one 10' rectangular table and two chairs. If you need to change your booth set up, please select other options:

- no table  
  extra 10' rectangular table  
  no chairs  
  2 extra chairs  
  one 4' round table  
 Check box to receive your \$100 off New Member Discount (Joining from Oct. 25, 2018 to current).

### ELECTRICITY (optional)

Cost: \$40 per 110 volt outlet. PLEASE NOTE: Power strips and cords are not provided.

Number outlets needed: \_\_\_\_\_ @ \$40 each \$ \_\_\_\_\_

### LUNCH TICKETS

Number lunch tickets needed: \_\_\_\_\_ @ \$35 each \$ \_\_\_\_\_

### DOOR PRIZE SPONSOR DONATION

\_\_\_\_\_ @ \$100 each \$ \_\_\_\_\_

**Total Amount Enclosed** \$ \_\_\_\_\_

Full payment **MUST** accompany this application by Oct. 15, 2019.

- Check enclosed (payable to Greater Topeka Partnership)  
 Bill my credit card: Visa / MasterCard / Discover / American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ (CID#: \_\_\_\_\_)

Show rules, guidelines and tips will be mailed upon receipt of contract. Please sign and return as soon as possible.

Booths are assigned on a first-come, first-served basis.

Exhibitor's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR GTP USE ONLY</b>	
Date Rec'd	_____
Check #	_____
Amount	_____
Booth #	_____