

Northern Medina County  
Business Showcase



**BRUNSWICK**  
UNIVERSITY CENTER  
*Your gateway to higher education*



**Thursday, May 19, 2016 • The Barn @ Mapleside Farms • 294 Pearl Rd., Brunswick Ohio 44212**

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  texting available

**Tables / spaces will be provided on a PAID "first come, first served" basis. Sponsors have premier spaces.**

Exclusive Sponsorships: (for members only)

- Presenting Sponsor (1) \$4500 SOLD to Cuyahoga Community College
- Presenting Location Sponsor (1) \$4500 SOLD to Mapleside Farms
- Appetizer Sponsor (1) \$2500 SOLD to Taste of Excellence
- Media Sponsor (1) \$2500
- Beverage Sponsor (1) \$1500
- Exclusive Yard and Directorial Sign Sponsor (1) \$1000
- Lanyard Sponsor (1) \$1000
- Bottled Water Sponsor (1) \$750 SOLD to Imperial Pest Control
- Photographer Sponsor (1) \$750

Event Sponsorships: (for members only)

- General Event Sponsor (10) \$300 includes vendor table value plus premier placement of your choosing
- Destination Sponsor (10) \$400 includes vendor table value plus a destination map placement for passbook contest
- Floor Sponsor (5) \$500 includes vendor table value plus 4 signs with logos on presentation floor

Each vendor table includes:

- Invitation to the VIP reception and 2 drink tickets per person (max of 2 people per table)
- Appetizers from Taste of Excellence
- 8' Table and 2 chairs (tablecloths will be provided for an additional \$15 per table)

Vendor table ONLY:

- Member vendor table \$160.00
- Non-member vendor table \$260.00
- Table cloth \$15.00
- Additional VIP reception tickets \$25.00 per person x \_\_\_\_\_ = \$ \_\_\_\_\_
- Electricity \$10.00

**\*\* Payments & signed contract must be received to reserve space. Tables cannot be set up without payment & signed contract on file. ONLY 75 spaces available \*\***

Checks payable to: Northern Medina County Chamber Alliance (NMCCA) Phone: 330-225-8411  
1324 Pearl Road M2, Brunswick OH 44212

MC / Visa / checks accepted. NO CASH PLEASE. **DEADLINE FOR SUBMISSION: May 13, 2016**

MC / Visa # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signed: \_\_\_\_\_

Person authorizing use of credit card (please print): \_\_\_\_\_

**The individual signing this agreement verifies that they have read the regulations on the following pages and will comply with them. Further, the person signing below is authorized to execute this binding contract for the named exhibitor.**

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

For office use only

Date signed contract received: \_\_\_\_\_ Date payments received: \_\_\_\_\_

Date confirmed contract emailed by NMCCA: \_\_\_\_\_ Table fee method: \_\_\_\_\_

## 2016 Business Showcase Contract

Thursday, May 19, 2016

### Table / Booth space:

- Space measures approximately 10' with 8' x 4 or 8' x 2 table. You have the space on it and above it (assume 8' ceiling). You do not have the space in front of it. You may put easels, display tables, special signage, etc. in that space.
- If you choose not to have a table, you have an 8' space. Be sure to circle "No table needed" on page 1.
- **If you choose to have a demonstration outside (next to, nearby) your 8' space, you must pay for another 8' space.**
- Internet / phone access is not available.

**Set Up and Removal.** Set up will be Thursday, May 19 between 12:00 PM to 3:45 PM, please see the schedule below for event times. All equipment and materials must be removed no later than 5:00 PM on Friday, May 20th.

**Extra Needs.** Please call prior to May 15, 2016 if you have any special needs: 330-225-8411

**Cancellation / No-Show.** Exhibitor's table fee will be refunded only if the Showcase is cancelled by the sponsors or organizers for a cause within their immediate control. The exhibitor shall be responsible for payment of 25% table fee if the Showcase is cancelled or delayed in whole or part as a result of act of God, civil disorder, or act of War. There will be no refund for cancellation within 10 days (May 9) of the event or in the event an exhibitor does not show up at the event.

**Security.** The exhibitors are solely and fully responsible for their own exhibit material. All property of an exhibitor is understood to remain in its care, custody and control in transit to or from or within the confines of the facility.

**Use of Exhibit (all exhibitors).** All demonstrations or other promotional activities must be **confined to the limits of the exhibit space**. Any exhibitor with a display exceeding the space provided will be asked to remove said display. At least one person 18 years or older must occupy the exhibit during the Showcase. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activity. If individuals are witnessed to be distributing material without a table, you are instructed to let a committee person know immediately. Please note the description and whereabouts of the individual in question. Interference with the light and space of other exhibitors is prohibited. All exhibit backgrounds must conform to standards as follows: backgrounds limited to eight feet in height, floor to ceiling. Display material showing an unfinished surface to neighboring exhibit space is not permitted. Sponsors may remove any exhibit, which, in their opinion, detracts from the Showcase without liability for any refunds of the exhibit expenses.

**Insurance and Liability.** The exhibitor shall hold the sponsors or organizers harmless from any liability for damages to any person/property upon or about the demised space from any causes whatsoever.

**Care of Building and Equipment.** Exhibitor, or agents, must not injure or deface the walls or floors of the building, the exhibit spaces, or the equipment of the exhibit spaces. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Combustible materials or explosives are not permitted. The exhibitor shall comply with all reasonable requests sponsors and organizers with respect to the installation, conduct and disassembly of its exhibit.

**Location of Exhibitors.** The organizers reserves the right to specify all table locations, however any requests will be considered. Sponsors will receive primary locations at their request.

**Target Market.** Publicity to attract attendees to the Showcase will be targeted to the residents and those members of the business community who are interested in locating new sources of supplies / services for their respective companies.

**Admission.** There is no financial admission charged for the showcase. We will encourage quests to bring a donation of money or non-perishable food to the Brunswick Food Bank and Feeding Medina County

**Tables / Displays.** Tables / spaces will be assigned on a random basis (but competitors will not be positioned side by side). If you have a tall, freestanding backdrop / display that doesn't need or is hampered by a table, please let us know in advance by marking your contract form. Tables / spaces will be arranged so that there will only be space behind the table for standing displays. Exhibitors need to plan on working in front of their table. If you're hanging a banner, you'll need to bring your own framework. Banners / displays may not be taped to the walls or ceilings.

**Electricity will be provided for an additional \$20.** Please bring your own extension cord(s). **Internet access may not be available.**

### **Tentative Agenda for the Day of the Event**

12:00 to 3:35 PM	Exhibitor setup
3:45 to 5:00 PM	VIP Cocktail hour & business networking
5:00 to 7:00 PM	Open to the Public
8:00 PM	All vendor materials must out of the way of those tearing down tables.

Please call 330-225-8411, email [info@brunswickareachamber.org](mailto:info@brunswickareachamber.org) with subject line of "NMC Business Showcase Question" with any questions up through May 18, 2016.