Tustin Chamber's

2008 BUSINESS EXPO

EXHIBITOR FACT SHEET
IMPORTANT - PLEASE READ

THEME:
- "Keep on Truckin..." Use your imagination and be creative.
- Exhibitors are encouraged to dress and decorate their booths that's theme appropriate.
- There will be a prize for the best decorated booth.

LOCATION:
- Straub Distributing/Exhibit Hall - 2701 Dow Avenue, Tustin (near Walnut & Franklin)

DATE & TIME:
- Thursday, April 17, 2008, 4:00 P.M. to 8:00 P.M.

SETUP:
- Exhibitor check-in begins at 1:00 P.M. and closes at 3:00 P.M.
- After check-in, exhibitor setup may begin and completed by 3:30 P.M.
- To maintain our schedule and to prevent any inconvenience to other exhibitors, we appreciate exhibitors adhering to these time lines.
- Each exhibitor will receive a maximum of five (5) FREE exhibitor passes to the event. These passes are to be used by the volunteers who will be manning the booth for the entire event.
- Exhibitor passes are non-transferable and may only be used by the volunteer/individual working in the booth.
- There is a $10.00 fee for each additional exhibitor pass.
- Exhibitor passes must be presented at time of set-up to gain entry; exhibitors and volunteers without passes will be charged $10.00 entry fee per person.

GENERAL ADMISSION:
- Exhibit hall opens at 4:00 P.M.
- General admission is $10.00 and $5.00 for 12 years and younger.
- Event is open to the public.
- Admission includes entry to the Business Expo, event souvenir, complimentary hors d'oeuvres, networking opportunities, live entertainment, 50/50 drawing and raffle giveaways throughout the evening.

TEARDOWN:
- Begins at 8:00 P.M.
- Be courteous to the other exhibitors by adhering to this time line.

DISPLAY AREA:

- Includes 8 linear feet of space, one 3' x 6' table, table covering and two chairs.
- Only tabletop displays will be permitted.
- No floor displays of any kind will be permitted.

PARKING:

- Due to a limited amount of parking, exhibitors are asked to unload and park their vehicles on the street.
- We all need to take great care to reserve the parking lot for our visitors and customers.

WHAT TO BRING:

- Display materials, promotional items, a container for business cards and giveaways.
- If you requested access to electricity, remember to bring your own electrical cords and all necessary equipment and hookups.
- As part of the exhibitor's fee, each exhibitor will provide a door prize valued at $25.00 which will be raffled off throughout the day. Please give your door prize to staff at time of check-in.
- In lieu of a raffle gift, the exhibitor understands that he/she will be assessed an additional $25.00 at time of check-in.

OTHER:

- Be sure to invite your business acquaintances, clients, customers, friends and family to the Business Expo. Take advantage of this great opportunity to promote your products and/or services to the Tustin Community.
- Contact the Tustin Chamber if you would like a supply of Business Expo fliers.
- More questions? Call the chamber office at 714-544-5341.

IMPORTANT NOTICE:

- Table sharing is not permitted. In fairness to all exhibitors and our Chamber members, only the business on record may be promoted. Your full cooperation in adhering to the above would be greatly appreciated.