

The Village of Peotone and
Peotone Chamber of Commerce
invite you to participate in the
Peotone Business Expo 2010



Invitation & Registration Form

Dear Peotone Businesses and Civic Organizations:

The Peotone Chamber of Commerce and the Village of Peotone are teaming to host the **Peotone Business Expo 2010** on Saturday, October 16th from 10:00 am to 3:00 pm. Doors will open at 7:30am for set-up and there will be a Meet and Greet from 9 – 9:30am. The **Expo** will be held at Peotone High School located at 605 W. North Street, Peotone, IL.

We anticipate this **Expo** will bring an enormous amount of exposure to your business clientele and a great potential for new membership to your organization. The Peotone Chamber of Commerce and the Village of Peotone will advertise and market the event aggressively to attract customers from throughout the area. Booths will be assigned so that no two, like businesses will be next to each other. A ***Taste of Peotone** food and dining area will also be available so that guests can get a taste of what local restaurants have to offer.

To participate, fill out the form below along with your registration fee of \$35. Deadline for application is October 1st, booth space is limited and the best locations are first come, first served. If you have any questions please call the **Chamber** office at 708-258-9450.

Sincerely,

Bob Rademacher
Chamber President

George Gray
Village Administrator

YES, I would like to participate in Peotone Business Expo 2010. Please reserve a booth for:

Business/Organization _____ Contact Person _____

Address _____ Phone _____

Business Description _____ E-Mail _____

Selling Product: Yes: ____ No: ____ If yes, type of product and average cost: _____

Food Service _____ Type of food being served: _____

***Please remember to include a copy of your Health Department Certification.**

Complete this form and return with your check for \$35.00 payable to the **Peotone Chamber of Commerce, P.O. Box 877, Peotone, IL 60468, no later than Wednesday, October 1st.**

RULES AND REGULATIONS

- A “Peotone Business/Organization” is defined as a registered business, not for profit agency, or government entity, having a Peotone zip code of 60468, or a ***member of the Peotone Chamber of Commerce.***
- Booth space will be 10’ wide X 8’ deep. A portion of the \$35.00 registration fee will be used towards a raffle on the day of the Expo. In order to qualify, an individual must visit each booth and have their raffle ticket validated. A ***grand cash prize*** will be awarded to the winner of the drawing. ***Vendors will not be eligible to win the cash prize.***
- Electricity is not available for booths.
- Exhibitors may sell their products. This event is not a craft show or flea market; the main focus is to be on promoting your business. The Peotone Chamber of Commerce and Village of Peotone have complete discretion on what items may or may not be sold.
- Exhibitors are responsible for providing their own tables and chairs. All tables must be covered with a tablecloth down to the floor.
- **All exhibitors must have some type of promotional give-away at their booth.**
- Set-up begins at 7:30am on Saturday morning. Exhibitors are to unload at the main entrance, then move their vehicles to the West parking lot. All booths must be set up by 9:00 am. There will be a Meet and Greet for our participants from 9 – 9:30am.
- Exhibitors are responsible for keeping their area free of debris. Cleaning up their allotted space will be their responsibility at the end of the day.
- If the booth generates trash, a trash receptacle must be provided.
- The ***EXPO*** will end at 3:00 pm. Exhibitors are required to stay open until that time.
- All exhibitors must provide their ***CERTIFICATE OF INSURANCE FOR BUSINESS LIABILITY***, naming the Peotone School District, the Peotone Chamber of Commerce, and the Village of Peotone as additional insured’s. Please have your insurance agent send insurance certificate to the Peotone Chamber, via mail, fax or email. **Peotone Chamber of Commerce, P.O. Box 877, Peotone, IL 60468, Fax: (708) 258-0011, Email: peotonechamber@hotmail.com www.peotonechamber.com**

NOTE: WE RESERVE THE RIGHT TO INSPECT YOUR BOOTH TO INSURE THAT IT COMPLIES WITH THE STANDARDS OF THE PEOTONE BUSINESS EXPO 2010. If you have any questions, please contact the Chamber office at 708-258-9450.