

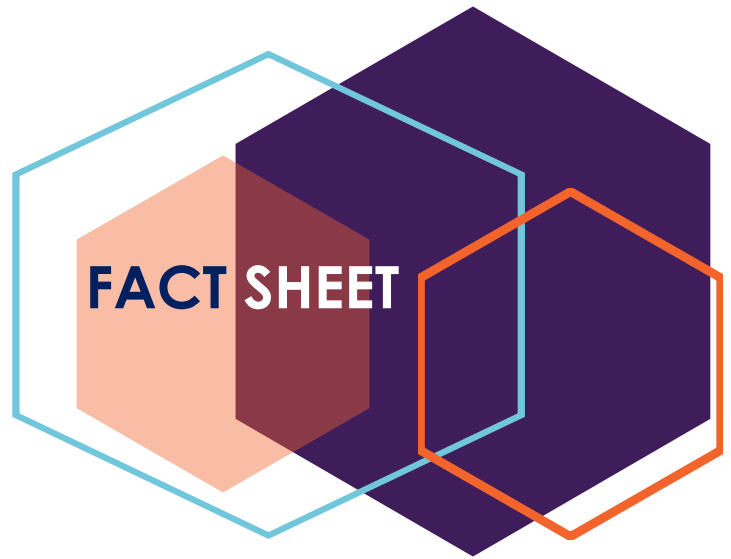
EXPO

Tuesday, MAY 1, 2018

Business/Community

Connecting businesses, non-profit organizations,
community leaders and individuals!

Wytheville Meeting Center
333 Community Blvd., Wytheville



12:30 pm
2:00 pm
4:00 pm
6:10 pm

Display Set Up
B2B Exhibitor/Business Networking
Open to Public
Take Down Exhibit
(Please do not take down Exhibit prior to 6:10 pm.)

FAQ'S

- ✚ Exhibitor booths are approximately an 8' x 8' floor space, if your display requires a larger space, you will need to secure a second booth
- ✚ Space includes one 6' table with cover and skirting; two chairs
- ✚ Exhibitors need to bring signs or place printed table covering over the cloth provided
- ✚ Wireless internet connection upon request
- ✚ Location of booth spaces are based on first come first paid reservations and the need of electricity
- ✚ If you indicated you need electricity, be sure to bring an extension cord
- ✚ Exhibits must be set up by 1:45 pm and remain until 6:10 pm
- ✚ Place door prizes with a minimum value of \$25 on the Chamber of Commerce table at the entrance
- ✚ Door prizes will be given away throughout the entire event (Must be over 18 to register, one winner per household and must be present to win.)
- ✚ Booths are transferrable but non-refundable

TIPS

Promote the Expo

Create pre-event communications to invite current and potential customers to visit you at the Expo on May 1. (Email, Facebook, Twitter, Direct Mail)

Plan Your Exhibit

Bring items such as giveaways, lights, extension cords, tape, printed materials, business name signs. Plan how you will attract people to visit your booth. The more you plan the more successful your exhibit will be. *It will be noticed.*

Work Your Booth

Is your booth customer friendly? What kind of image do you want to present? Are you standing? Did you bring the right information and enough? Last year, over 500 individuals visited the Expo. Is staff prepared to answer questions? Remember there are two types of people attending: business representatives and the general public. **Stand and Smile!**

Follow-Up Follow-Up

Collect names and/or business cards. Send them a message within 24 hours! Thank them for talking with you. Schedule a visit.



Wytheville-Wythe-Bland Chamber of Commerce

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