



Friday, 16th July • 10am to 5pm

@ Gold Coast Turf Club

2010 Exhibitors Information

SETUP

Each exhibitor is provided with the following:

- One skirted trestle table (black skirt, white tablecloth) and two chairs
- Access to one electrical outlet
- Opportunity at your booth for direct sales, discounts, and draws
- Showcase Guide listing

The Tradeshow is scheduled to start at 10am. Exhibitors are to set up between 8AM and 9:45AM. If you are concerned you will not have enough

time to set up, please contact Jillian at the Chamber office for earlier access. All access doors will be open at 8AM, so if you would like to set up before 10AM and take the opportunity to interact with morning attendees as well, you are welcome to.

Each exhibitor table is a standard trestle table, and will be covered with a white tabletop cover skirting on 3 sides. A small sign with your name on it will be posted at your booth when you arrive to help you find your spot. Power will be supplied to all booths.

Try to make sure your displays are freestanding. If you do have signs, please make sure they are freestanding. Easels and tablefront displays are always an option.

Tables and chairs will be set up at every booth, unless it has been specifically and clearly stated that they are not needed.

If possible, bring two people. This will help when one of you is already dealing with a potential client as well as relieving each other for breaks. It also enables you to visit other exhibitors throughout the day. Please note that if you choose not to be at your booth at any time, it must still be set up and you are responsible for all materials and products you leave behind.

SAFETY

We are all responsible for ensuring our guests' and our own safety; please make sure your displays are solid, there are no tripping hazards on the floor, and nothing hung insecurely. Please report to Chamber staff if you feel something is unsafe or you notice inappropriate behavior.

REFRESHMENTS

Lunch is provided as part of your registration fee and will be staged in two sittings so you do not have to leave your booth unattended. This is good opportunity to meet other exhibitors as well.



WRAPUP

The tradeshow will close at 5PM. We would like all exhibitors to be cleaned up by 6PM. There is a networking after function in The Boardroom which is open to our members and guests.

PROMOTION

Although the Chamber promotes events through a variety of advertising and promotional venues, additional participation on your part will maximize the results you aim to achieve. The Chamber's goal is to entice the target audience to attend the Showcase – the Exhibitor's goal is to attract prospective buyers to visit your booth.

If you have any questions or concerns, please feel free to contact me at the Chamber. Otherwise, we will see you on 16th July.

We look forward to seeing you at the Local Business Showcase supported by Economic Development Branch of Gold Coast City Council and Hot Tomato!

