

ROCK REGIONAL BUSINESS Thursday, October 17th

EXPO 2019

experience the power of community

Paid by check # _____

Date Received by FJI: _____

Company Name: _____

Company Contact (s) for Expo: _____

Phone: _____ Email: _____

Address: _____

FJI Member Non-Member / **608-757-3160 FOR NON-MEMBER RATES**

EXPO Luncheon Reservation at the Pontiac Convention Center (11 am - 1 pm)
11 am Registration • 11:15 am Lunch Buffet • 12 pm Program & Keynote Presentation / Todd McLees
**Please note any dietary restrictions below (gluten/garlic/peanut allergies)* \$

<p>Individual Luncheon Reservation</p> <ul style="list-style-type: none"> Includes complimentary admission to Expo/Business After Four (1-7 pm at the HIE/JCC) Number of Attendees: _____ Attendee Name (s): _____ 	<p>\$40 each Member Rate</p>								
<p>Corporate Table Luncheon Reservation - Reserve Table for 8 Guests <i>with business name on table sign</i></p> <p>Includes complimentary admission to Expo/Business After Four for 8 guests (1-7 pm at the HIE/JCC)</p> <p>Attendees:</p> <table style="width: 100%;"> <tr> <td>1. _____</td> <td>5. _____</td> </tr> <tr> <td>2. _____</td> <td>6. _____</td> </tr> <tr> <td>3. _____</td> <td>7. _____</td> </tr> <tr> <td>4. _____</td> <td>8. _____</td> </tr> </table>	1. _____	5. _____	2. _____	6. _____	3. _____	7. _____	4. _____	8. _____	<p>\$350 Reserved Corporate Table Member Rate</p>
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3. _____	7. _____								
4. _____	8. _____								

EXPO Booth Reservation at the Holiday Inn Express & Janesville Conference Center (1-7 pm)
8-10:30 am • Exhibitor check-in & SETUP (complimentary coffee provided for exhibitors/volunteers)
1-7 pm • Expo Floor is open (all booths MUST be manned) \$

<p>EXPO Booth Reservation Information: <i>(please read all information carefully)</i></p> <ul style="list-style-type: none"> ALL Booths are 10 ft wide, and approximately 6' deep. PREMIUM BOOTH locations are available on a first come, first serve basis. (see map for green circles) ● NEW 12' Corner Booths are available for \$500 (see map for gold circles) ● Booth reservations include: <ul style="list-style-type: none"> ⇒ 2 chairs, skirted 8' table, with white table linen, OR 1 high-top table (CIRCLE ONE) ⇒ Additional tables can be purchased for \$10/each (orders must be placed by 10/4/19) ⇒ Booth reservation includes admission to Expo/BA4 & drink tickets for 2 representatives Member non-profit rates are available: 10' booth/\$250 (must provide 501(C)3 paperwork) **We will assign booth numbers for non-profit organizations Pre-Function Area Booths are 10' and available for \$250 (limited quantity) Purchase Electric for an additional \$30 per booth space (TVs, computers, whiteboards, etc) WiFi is included in all booth reservations! Consider purchasing a 4-color Floor Sticker for only \$50. Floor graphics showcase your logo in front of your booth. Cost includes print and placement of your sticker. Purchase EXTRA Expo/BA4 Passes to personally invite your clients/future customers to visit your booth at the Expo! Pre-purchased tickets will be mailed 2 weeks prior to event. Please notify Forward Janesville of your booth plans for giveaways, samples and drawings. (All food & beverage must be approved by Forward Janesville). Additional sponsorships are available. Please contact claudinem@forwardjanesville.com for ways to promote your business throughout the day. Please note that Luncheon Tickets are sold separately and are not included in the EXPO booth reservation. 	<table style="width: 100%;"> <tr> <td style="text-align: center;"> <p>10' PREMIUM LOCATION ● Booth: \$500 Member Rate <i>*double 10' booth \$850</i></p> </td> </tr> <tr> <td style="text-align: center;"> <p>10' Booth: \$400 Member Rate <i>*double 10' booth-\$700</i></p> </td> </tr> <tr> <td style="text-align: center;"> <p>12' Corner Booth \$500 ● Member Rate</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Booth: \$250 Member Rate for Non-Profits & Pre-function Booth Location</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Electric Hook-up \$30 per booth space</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Floor Sticker \$50</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Additional Table @ \$10 each</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Additional Expo/BA4 Passes @ \$5 each</p> </td> </tr> </table> <p style="text-align: center; font-size: small;">GREAT WAY TO INVITE YOUR EMPLOYEES & CLIENTS</p>	<p>10' PREMIUM LOCATION ● Booth: \$500 Member Rate <i>*double 10' booth \$850</i></p>	<p>10' Booth: \$400 Member Rate <i>*double 10' booth-\$700</i></p>	<p>12' Corner Booth \$500 ● Member Rate</p>	<p>Booth: \$250 Member Rate for Non-Profits & Pre-function Booth Location</p>	<p>Electric Hook-up \$30 per booth space</p>	<p>Floor Sticker \$50</p>	<p>Additional Table @ \$10 each</p>	<p>Additional Expo/BA4 Passes @ \$5 each</p>
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Payment Enclosed (payment in full is due prior to 10/17/19) Invoice Account (members only) Credit Card (please call office at 608.757.3160)

Reservations are DUE by 10/4/19

Forward Janesville ~ 14 S. Jackson Street, Suite 200 ~ Janesville, WI 53548

PH: 608.757.3160 FAX: 608.757.3170 EMAIL: claudinem@forwardjanesville.com

Refunds are not available on cancellations made after 10/4/19

EXPO TOTAL:

\$



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Exhibitor Policies and Procedures:

1. SETUP & TEARDOWN:

- Exhibitor setup will be Thursday, October 17, from 8-10:30 am at the Holiday Inn Express & Janesville Conference Center.
- All exhibitors must stop by registration to pick up their booth packet.
- Expo hours are 1-7 pm. All booths **MUST** be open and staffed during this time frame **without exception**.
- Booth teardown begins no earlier than 7 pm, **no exceptions!** Forward Janesville reserves the right to refuse participation in future Expos to any exhibitors disregarding this rule.
- All booths and related business materials must be completely empty by 10 pm on the night of the Expo (10/17), unless storage arrangements have been made with Forward Janesville and/or the Holiday Inn Express prior to the Expo.

2. DISPLAY & DECORATIONS:

- Business signs or forms of advertisement are **NOT** allowed to be displayed outside of exhibit space (or project beyond the exhibit space limits) to avoid interfering with neighboring exhibitors.
- Confetti or glitter are not allowed in the Expo Hall. Per the Holiday Inn Express contract "nothing smaller than a rose petal can be used on tables for decorations".
- Booths are encouraged to provide giveaways or business card raffles for Expo attendees.
- All food or drink giveaways must be approved by Forward Janesville. Please email claudinem@forwardjanesville.com by 10/4/19 with your booth plans.

3. CANCELLATIONS:

- Refunds are **NOT** available for cancellations made after 10/4/19. Exhibitors are responsible for 100% of booth cost.
- If reserved booth space is not occupied by 11 am on the day of the Expo, Forward Janesville reserves the right to use the space in any way that is suitable for the event as well as invoice the business for the full value.

I have reviewed and agree with the Exhibitor Policies and Procedures:

Signed: _____

Date: _____

Forward Janesville Inc.

14 S. Jackson Street, Suite 200 ~ Janesville, WI 53548

PH: 608.757.3160

FAX: 608.757.3170

EMAIL: claudinem@forwardjanesville.com

www.forwardjanesville.com