

**Thursday, April 11, 2019  
3pm – 7pm**



**Live Oak High School Gym  
1505 E Main Avenue, MH**

## *SHOWCASE MORGAN HILL BUSINESS EXPO*

The Morgan Hill Chamber of Commerce is proud to announce the Showcase Morgan Hill Business Expo, Thursday, April 11, 2019 at the Live Oak High School Gym.

Showcase Morgan Hill invites businesses & organizations to join us in helping to produce this unique and important community-oriented event. The Showcase will educate attendees on all that Morgan Hill and the South Valley has to offer when seeking goods and services and to encourage them to SHOP LOCAL.

Features of the event will include vendors showcasing their goods and services including local businesses and attractions. The first 500 attendees will receive a tote bag and raffle items will be awarded throughout the event.

There are many ways to receive additional exposure for your business or organization.

1. There are many sponsorship opportunities available. Please see the sponsorship form included in this packet.
2. To assist you in building brand awareness, we will be holding raffles throughout the day. If you would like to provide a raffle prize/basket of a product or service, please fill out the form attached in this packet.
3. To encourage attendees to visit your booth, we suggest you hand out product samples at your booth.

Showcase will be extensively promoted through print & electronic media. Through our advertising efforts, we are planning on a great attendance, growing each year as word gets out on the success of the Expo.

Enclosed, please find your Showcase Morgan Hill vendor application, sponsorship opportunities and raffle donation form.

### **How to Apply (VERY IMPORTANT, please read)**

1. Read and complete the enclosed application form carefully and completely. Space is limited so we suggest you return your application as soon as possible to ensure a vendor space.
2. Read the terms & conditions on the back of the application very carefully. Sign the acceptance of waiver. Please make sure you make copies for yourself. Your application will not be accepted unless you have signed the acceptance of waiver.
3. We accept Mastercard, Visa, American Express, checks, cashiers checks and money orders. Please make checks payable to MHCC. Refunds provided, minus a \$50 processing fee, prior to Monday, April 1<sup>st</sup>.

Please don't hesitate to call or email if you have any questions. We look forward to seeing you at this year's event.

**Morgan Hill Chamber of Commerce  
17485 Monterey Road #150, Morgan Hill, CA 95037  
408-779-9444 ext 561                      Sunday@morganhill.org**

# SHOWCASE MORGAN HILL BUSINESS EXPO

Thursday, April 11, 2019 from 3pm – 7pm  
Live Oak High School Gym  
1505 E Main Ave, Morgan Hill

**Early Bird Deadline – March 22, 2019**

Please fill out the application completely. Read the terms & conditions, sign and mail the original with your booth fees. **Booth fees include 8' table and 2 chairs!** Make sure you keep a copy for your records. Early-bird registration deadline is March 22<sup>nd</sup>. If not sold-out by the early bird deadline, a \$50 fee will be added for applications received after this date. Applications will be accepted until sold out.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

(Email address is for Showcase Morgan Hill use only)

Please explain what you will be promoting/selling/demonstrating at your booth \_\_\_\_\_

\_\_\_\_\_

Special Requests (electrical, corner, double booth, etc.) \_\_\_\_\_

## FEES *(Booth space includes an 8' table and 2 chairs)*

10 x 10 Booth Space <b>MEMBERS OF MHCC</b>	\$150 _____ spaces =	\$ _____
10 x 10 Booth Space <b>NON-MEMBERS OF MHCC</b>	\$200 _____ spaces =	\$ _____
Table Top Non Profit (501c3 only. Limited space)	\$75 _____ spaces =	\$ _____
10x20 Outdoor Booth Space (limited to autos/RV's, etc)	\$400 _____	\$ _____
Corner Booth ( <b>limited, first come, first served</b> )	\$75 _____	\$ _____
Electrical (limits booth location to where electrical is located)	\$25 _____	\$ _____
Late Fee (if received after March 22 <sup>nd</sup> )	\$50 _____	\$ _____
TOTAL		\$ _____

## ADDITIONAL FEES:

Sponsorship (see enclosed sponsorship opportunities & application) Level \_\_\_\_\_ \$ \_\_\_\_\_

Mail your application with payment to:

MHCC  
17485 Monterey Rd, Ste 150  
Morgan Hill, CA 95037

Email if paying by credit card to

Application & Credit card Authorization to:

[Sunday@morganhill.org](mailto:Sunday@morganhill.org)

Questions, Contact Sunday Minnich at:

(408)779-9444 ext 561 or [sunday@morganhill.org](mailto:sunday@morganhill.org)

Morgan Hill Chamber of Commerce  
17485 Monterey Road #150, Morgan Hill, CA 95037  
408-779-9444 ext 561 [Sunday@morganhill.org](mailto:Sunday@morganhill.org)

## VENDOR TERMS & CONDITIONS

Business booths are 10'x 10' and non-profit 501(c)3 booths are table top and include 8' table and 2 chairs. Payment must be submitted with the application. **If requesting electrical, your placement will be restricted to the area that electricity is available.** Please bring a 100' extension cord if requesting electrical. Corner booths can also be requested for an additional \$75. No refunds will be provided for cancellations received after March 22<sup>nd</sup> minus a \$50 processing fee. Morgan Hill Chamber of Commerce assesses a \$25 fee for returned checks.

Vendors must provide their own display and must conform to the assigned space. The vendor will be held liable in the event that their display causes damage to the display or work of another vendor or event site property or if anyone is injured due to your negligence.

Once accepted, you will receive a floor plan with your booth location the first week of April. Booth locations are awarded on a first come, first served basis. Once the deadline date is past, applications will be accepted until all spaces are filled. If not accepted, all materials and fees will be returned promptly. Every effort will be made to accommodate special requests and are not guaranteed. All placement decisions are final. **NO NEGOTIATIONS!**

Set up and registration will be from Noon – 3pm. If you have not registered by 2:30pm, you will be deemed a no-show, without refund, and the adjoining booths will absorb your space. Unloading & Loading will be held in the parking lot, adjacent to the gym. We suggest you bring a hand cart to bring your booth equipment to you booth space. Registration will be inside the main entrance of the gym as you enter.

All vendors agree to participate for the entire event and understand that tear down before 7pm is not allowed for any reason. All vendors are responsible to clean up and bag your own trash. A \$50 cleaning fee will be charged to any vendor who leaves trash behind and the possibility of being declined as a future vendor.

### **WAIVER & HOLD HARMLESS (Please return with application)**

**HOLD HARMLESS:** No space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the Showcase Morgan Hill Business Expo, vendor agrees to protect, defend and hold harmless the Morgan Hill Chamber of Commerce and its respective staff, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by Morgan Hill Chamber of Commerce, its agents, officers, employees, subcontractors, or independent contractors, at the event.

**WAIVER:** I have read and fully understand the Terms & Conditions on page 3 of this application. In consideration for being allowed to attend and participate in the Showcase Morgan Hill Business Expo, April 11, 2019, I agree to abide by these terms and conditions, as outlined on page 3 of the application.

Company Name: \_\_\_\_\_

Contact Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

# SHOWCASE MORGAN HILL BUSINESS EXPO

## SPONSORSHIP OPPORTUNITIES

Event Sponsorship is a mutually beneficial partnership. Sponsorship provides businesses, organizations, products and services with enhanced visibility among those who attend the event as well as to a much larger audience leading up to the event. At the same time, sponsors make it possible for us to reach an increasingly broad audience and offer a quality event.

### Presenting Sponsor

**\$3000**

- Business name/logo associated with entire event as presenting sponsor.
- 10x20 corner vendor space in Sponsor Row in high traffic location
- Logo Recognition in all media and promotional materials, radio, flyers, posters, publications, website, etc.
- Your logo on the event website with link to your website
- Your company logo included on the front of the Welcome bags given to attendees
- Include your company's promotional items in the Welcome bag given to attendees (sponsor provide 500 promotional items or flyers)
- Logo included in sponsor Thank You Banner displayed in prominent location(s) (MHCC Provide)
- Individual business banner exclusively displayed at event (sponsor provide)

### Platinum Sponsor

**\$1500**

- 10x20 vendor space in Sponsor Row in high traffic location
- Logo Recognition as Platinum sponsor in promotional materials, flyers, posters, publications, website, etc.
- Your logo on the event website with link to your website
- Your company logo included on the back (in large print) of Welcome bags given to attendees
- Include your company's promotional items in the Welcome bag given to attendees (sponsor provide 500 promotional items or flyers)
- Logo included in sponsor Thank You Banner displayed in prominent location(s) (MHCC Provide)

### Gold Sponsor

**\$750**

- 10x10 corner vendor space in Sponsor Row in high traffic location
- Logo Recognition as Gold sponsor in promotional materials, flyers, posters, publications, website.
- Your logo on the event website with link to your website
- Your company logo included on the back (in medium print) of Welcome bags given to attendees
- Include your company's promotional items in the Welcome bag given to attendees (sponsor provide 500 promotional items or flyers)
- Logo included in sponsor Thank You Banner displayed in prominent location(s) (MHCC Provide)

### Silver Sponsor

**\$500**

- 10x10 vendor space in Sponsor Row in high traffic location
- Name Recognition as Silver sponsor in promotional materials, program, & website.
- Your logo on the event website with link to your website
- Your company name included on Welcome bags given to attendees
- Your company logo included on the back (in small print) of Welcome bags given to attendees
- Include your company's promotional items in the Welcome bag given to attendees (sponsor provide 500 promotional items or flyers)
- Logo included in sponsor Thank You Banner displayed in prominent location(s) (MHCC Provide)

### Bronze Sponsor

**\$250**

- Name Recognition as Bronze sponsor in program & website.
- Your name on the event website with link to your website
- Your company name included on the back (in small print) of Welcome bags given to attendees
- Include your company's promotional items in the Welcome bag given to attendees (sponsor provide 500 promotional items or flyers)
- Business name included in sponsor Thank You Banner displayed in prominent location(s) (MHCC Provide)

### In-Kind Sponsors (benefits based on value of donated products/services as listed above)

- Donated services would include: Decorations, tables/chairs, linens, pipe & drape, welcome bags, advertising/media sponsors, printing of posters/flyers, etc. For in-kind sponsorships, please email Sunday at [Sunday@morganhill.org](mailto:Sunday@morganhill.org).

*SHOWCASE MORGAN HILL BUSINESS EXPO*  
**SPONSORSHIP & RAFFLE APPLICATION**

Yes, I would like to build brand awareness and receive additional promotion for my business/organization

Please fill out the attached if you would like to be a sponsor and/or raffle prizes. Only sponsors will be able to provide product samples/flyers in the welcome bags.

\_\_\_\_\_ Yes, I would like to support this worthwhile event and receive additional exposure and promotion for my business by being a sponsor.

\_\_\_\_\_ Yes, I will provide a raffle prize to be announced during the event.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I will provide the following (please explain level or what you are donating)

Sponsorship Level \_\_\_\_\_ Amount \$ \_\_\_\_\_

Raffle Prize? \_\_\_\_\_

Raffle prizes will be announced throughout the event with the name and booth number of the business who provided the raffle prize. Attendees do not need to be present to win.

Raffle Items/baskets can be brought directly to registration on the day of the event. If you have any questions regarding sponsorship or raffle items, please contact Brittney Sherman at 408-779-9444 or [brittney@morganhill.org](mailto:brittney@morganhill.org).



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### CREDIT CARD AUTHORIZATION FORM

If you would like to charge to your credit card for the Showcase Morgan Hill Business Expo,  
please fill out and return with your application

Name as is appears on Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Card billing address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Card # \_\_\_\_\_

Exp \_\_\_\_\_

CRV (3 digits on back or 4 on front of AMEX) \_\_\_\_\_

I authorize my credit card to be charges in the amount of \$ \_\_\_\_\_ for the Showcase  
Morgan Hill Business Expo

Signature \_\_\_\_\_