



SMALL BUSINESS FOCUS & DEVELOPMENT COMMITTEE'S
14th ANNUAL SMALL BUSINESS EXPO & OUTREACH
"Strategies for Small Business Success"

The Guam Chamber of Commerce Small Business Focus & Development Committee is hosting its 14th Annual Small Business Expo and Outreach this coming August. Members are invited to seize the opportunity to showcase their products or services to a captive audience of business professionals and network with other Chamber members and their guests.

DATE: **THURSDAY, AUGUST 30, 2018**
TIME: **3:00 p.m. – 7:00 p.m.**
PLACE: **Grand Ballroom, Hyatt Regency Guam**

Exhibit tables are offered at very special rates to allow member companies of all sizes to showcase their products and services. As an Exhibitor at the 14th Annual Small Business Expo your company will:

- **Gain exposure;**
- **Develop leads for your products and services;** and
- **Expand your customer base:** Network and make new contacts with other Chamber members.

HOW YOU CAN GET INVOLVED:

- 1) Reserve a space at the Expo by submitting this form to the Chamber office by 5:00 p.m. on **August 3, 2018**. Space is limited - all reservations are handled on a "first come, first served" basis. \$250.00 exhibitor fee (includes 1 skirted table, 2 chairs and 2 lunch tickets). Each set-up space is roughly 8 feet by 6 feet.

There are pre-determined **prime** locations around the ballroom to achieve maximum exposure. These spaces are \$500.00 and are available on a "first come, first served" basis. These spaces are roughly 8 feet by 16 feet (includes 2 skirted tables, 4 chairs and 4 boxed lunches).

- 2) Have on hand a good supply of brochures of products/services your company has to offer (include contact information) so guests can take the information with them when they leave the Expo. Business cards are excellent handouts too!
- 3) All member companies that submit their reservation form by August 3rd will have the opportunity to include their company logo that will run continuously throughout the event. Maximize your reach to the public and see your business grow! Exhibitors should be prepared for on-the-spot questions regarding their products and services.
- 4) Special Requirements: *An additional fee of \$25.00 will apply for internet access and use of electrical outlets. All other special requirements must be made in writing by **August 10, 2018**. No exceptions.*
- 5) Set up your table/s at the Grand Ballroom Hyatt Regency Guam on August 30th between 11:00 a.m. - 2:00 p.m.
- 6) Companies must be a member in good standing with the Guam Chamber of Commerce in order to be part of this year's Expo. Cancellation deadline is **August 10, 2018**. A \$75 processing fee will be applied to any cancellations made after this date. No refunds or cancellations will be entertained after **August 10, 2017**. No exceptions.
- 7) **A penalty fee of \$250 will be assessed if exhibit table(s) are taken down before 7:00 p.m. on event day.**

SPACE RESERVATION FORM [Email: info@GuamChamber.com.gu]

NOTE: INFORMATION PROVIDED BELOW WILL BE COMPILED AND PROVIDED TO EXPO ATTENDEES

COMPANY _____

CONTACT NAME _____ TITLE _____

TELEPHONE _____ FAX _____ E-MAIL _____

SIGNATURE _____

LIST OF PRODUCT LINE(S) OR SERVICE(S):

