

November 2009

The 2010 Marshalltown Area Chamber of Commerce Home & Garden Show is right around the corner! This year's show will be held March 5 – 7 at Marshall Town Center. With approximately 14,000 people in attendance at the event annually, you have a tremendous opportunity to showcase your products/services.

The show hours will be:

Friday, March 5 from 5:00 p.m. to 9:00 p.m.

Saturday, March 6 from 10:00 a.m. to 5:00 p.m. (please note end time of 5:00 p.m.)

Sunday, March 7 from Noon to 5:00 p.m.

Set up hours will be:

Thursday, March 4 from 9:00 – 11:00 p.m.

Friday, March 5 from 7:00 – 9:30 a.m.

Please plan accordingly, any exceptions must be arranged through the Marshall Town Center management office (641-752-6200). Tear down time will **begin** at 5:00 p.m. on Sunday.

We will be looking to partner with some community organizations again this year, with special events and activities planned for Saturday, March 6 and Sunday, March 7.

The registration form for this year's show is enclosed. Certificate of insurance is required to participate in the show, liability limits must be \$1,000,000. Do not send proof of insurance to the mall office.

The fee for your booth rental **must** accompany the registration form, booth rental request, and certificate of insurance **no later** than February 19, 2010. Booths will be filled on a **first come, first serve basis** and per electrical need. No booth locations are guaranteed, so be sure to register early. In case of cancellation, a 50% refund will be given only if we can fill your space.


Get your registration in by **January 15, 2010** and save \$50 or more!

The Home Show Task Force suggests each vendor donate a prize with a retail value of at least \$25 during the weekend. The dollar value of all prizes will be listed and advertised in local media. We will also be doing an event-wide giveaway this year...the more vendors that participate, the larger the grand prize. Please consider donating \$10 towards this prize giveaway.

If you are currently not a member of the Marshalltown Area Chamber of Commerce, but would like to discuss the benefits associated with a chamber membership, please feel free to contact me. Chamber members receive a discounted rate for Home & Garden Show registration.

We look forward to a successful Home Show! Please feel free to contact me with any questions.

Sincerely,



Lynn Olberding (lolberding@marshalltown.org)
Director of Membership & Marketing
Marshalltown Area Chamber of Commerce

**MARSHALLTOWN AREA CHAMBER OF COMMERCE
2010 HOME & GARDEN SHOW REGISTRATION FORM**

Date received at Chamber office:

For office use only

Dates & Times:

Friday, March 5: 5:00 – 9:00 p.m., Saturday, March 6: 10:00 a.m. – 5:00 p.m., and Sunday, March 7: Noon – 5:00 p.m.

Set up Times (please indicate which/both set-up time you plan to utilize):

_____ Thursday, March 4 from 9:00 pm – 11:00 p.m. and _____ Friday, March 5 from 7:00 - 9:30 a.m.

Registration deadline is Friday, February 19, 2010. Register by January 15, 2010 for the best price!

More information on reverse – please complete both sides of registration form.

Firm Name: _____

(PLEASE PRINT your business name, as you want it to appear on your booth sign)

Firm Address: _____

City: _____

Zip: _____

Phone: _____

Contact Person: _____

E-mail Address: _____

List products and/or services to be exhibited: _____

(This information must be filled in.) The Marshalltown Area Chamber of Commerce reserves the right to have final approval on the contents of an exhibitor's display. Only listed products and/or services may be exhibited.

Booth Rental: (Each booth includes: back & side drapes, identification sign, wastebasket, & 2 chairs)

Chamber members:

Special requests

Non-Chamber members:

_____ I wish to reserve 1 booth.

_____ I wish to reserve 1 booth.

_____ I wish to reserve 2 booths.

_____ I wish to reserve 2 booths.

_____ I wish to reserve 3 booths.

_____ I wish to reserve 3 booths.

_____ I wish to join the Chamber and reserve 1 booth at the Chamber member rate of:

\$477 for businesses with 4 FT employees or less

\$506 for businesses with 5 – 9 FT employees

\$562 for businesses with 10 – 19 FT employees [Note: 2 part-time employees = 1 full time (FT) employee]

Table Rental: (The above booth fee **DOES NOT** include a table)

I wish to reserve _____ covered/skirted tables at \$35.00 - fee includes 1 - 8' table/ topped in white plastic and skirted 3 sides. **After February 19 registration deadline, fee increases to \$50.**

Electrical Usage:

I wish to reserve electricity at \$20.00.

Yes _____

No _____

I wish to have a popcorn popper in my booth at \$50. Yes _____

No _____

Show will be limited to 2 popcorn poppers. If you wish to bring a popper, please contact Lynn at the Chamber office.

If you wish to utilize electricity, please list amp. load. _____

Type of equipment needing electricity: _____

*All VCR/TV equipment volume will be subject to approval.

Insurance Requirements:

_____ I have enclosed my certificate of insurance.

Please do not mail your insurance certificate to the Mall, return it with your registration form.

Please refer to the insurance requirements on the reverse side.

Prizes:

_____ Yes, I plan to participate in the advertised prize give-away: Estimated Retail Value \$ _____

_____ Yes, I would like to donate \$10 to a grand prize drawing of Chamber Bucks. (Chamber will provide a drawing box to all grand prize drawing participants).

More information on reverse – please complete both sides of registration form.

Total Cost:

Chamber members:

Form must be postmarked by January 15, 2010 to receive this special early bird discount:

1 booth \$240
2 booths \$465
3 booths \$690

After January 15, 2010:

1 booth \$275
2 booths \$525
3 booths \$775

Non-Chamber members:

Form must be postmarked by January 15, 2010 to receive this special early bird discount:

1 booth \$450
2 booths \$700
3 booths \$925

After January 15, 2010:

1 booth \$485
2 booths \$760
3 booths \$1010

Electricity \$20
Popcorn popper \$50 (must be pre-approved through the Chamber office: 641-753-6645)
Tables \$35 each until February 19, \$50 each after February 19.

I have enclosed a check for \$_____. (Please add booths, tables, and electrical charges)

BOOTH REGISTRATION PAYMENT MUST BE PAID TO CONFIRM SPACE.

I have read the exhibit policy for the 2009 Home & Garden Show and will abide by all regulations as stated. I understand that booth placement is on a **first-come, first-serve basis and per electrical need.**

Signed: _____ Print Name: _____ Date: _____

Return to: Marshalltown Chamber of Commerce, PO Box 1000, Marshalltown, IA 50158
Phone: 641-753-6645 · Fax: 641-752-8373

Please mail a certificate of insurance with a minimum of \$1,000,000 each occurrence and \$2,000,000 in the aggregate in bodily injury and property damage liability insurance:

Marshalltown Area Chamber of Commerce
709 South Center Street
PO Box 1000
Marshalltown, IA 50158

CERTIFICATE OF INSURANCE

When sending us a current Certificate of Insurance, be sure it includes the following additional insured language:

Marshalltown Area Chamber of Commerce and their employees, volunteers, trustees and affiliates as additional insured, primary not contributory.

Thank you.

Sincerely,
Marshalltown Area Chamber of Commerce