



# SPONSOR & EXHIBITOR RESERVATION FORM



# 50+ EXPO



## Wednesday, October 4, 2017 ~ 9:00 am - 3:00 pm

Fundraiser to support OPC's Meals on Wheels Program

Hosted by Older Persons' Commission & Rochester Regional Chamber of Commerce

Organization Name: \_\_\_\_\_

Person(s) Staffing Booth: \_\_\_\_\_

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

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

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

Description of Services: \_\_\_\_\_

Exhibit Set-Up Options:  Day Prior (4:00 - 6:00 pm)

Event Day (7:30 - 8:30 am)

### SPONSORSHIP LEVELS

- Presenting Sponsor (3) ..... \$2,000**
  - 2 - 8' Tables with 4 chairs in premium location (Lobby &/or Gym)
  - 4 Box Lunches
  - Logo prominently displayed on all materials promoting event - OPC Website, Newsletter, social media and press releases
  - 1/2 page ad in one issue of the Vintage View Newspaper
  - Logo on Expo Guide Maps
  - Sponsor provides item for grand prize raffle
  - Sponsor name on 1,000 Eco Friendly Bags
- Automotive Sponsor (1) ..... \$1,200**
  - 1 - 8' Table with 2 chairs located in preferred location
  - 2 Box Lunches
  - Two cars on display outside of OPC
  - Logo on all materials promoting event - OPC Website, Newsletter, social media and press releases
  - Logo on Expo Guide Maps
- Shuttle Sponsor (1) ..... \$1,200**
  - 1 - 8' Table with 2 chairs located in preferred location
  - 2 Box Lunches
  - Signage on Shuttle Bus
  - Logo on all materials promoting event - OPC Website, Newsletter, social media and press releases
  - Logo on Expo Guide Maps
- Silver Sponsor (4) ..... \$800**
  - 1 - 8' Table with 2 chairs located in preferred location
  - 2 Box Lunches
  - Logo on all materials promoting event - OPC Website, Newsletter, social media and press releases
  - Logo on Expo Guide Maps

**SPONSORSHIP DEADLINE - JULY 31, 2017 AT 4:00 PM**

### EXHIBITOR TABLES

**Table Reservation ..... \$250**

Includes: 1 - 8' Table & 2 Chairs - 2 Box Lunches  
*(Skirting or tablecloth not included)*

- Electricity *(Limited availability and assigned by order of registration - extension cords not provided)*
- Each exhibitor is required to bring a door prize valued at a minimum of \$25.

**REGISTRATION DEADLINE - SEPT. 1, 2017 AT 4:00 PM**

**PAYMENT IS REQUIRED WITH REGISTRATION**

**Spaces Limited!**

### PAYMENTS

*Checks make payable to:*

**OPC - SENIOR EXPO**

mail to the address below

*Credit Card Payments: Visa/MasterCard/Discover*

Card # \_\_\_\_\_ Expir. \_\_\_\_\_

credit card by phone: **248.659.1029** fax: **248.656.3153**

*Direct all inquires and sponsorships to:*

**LAURE UNKART**

**lunkart@opcseiorcenter.org**

**248.608.0260**

## Exhibitor Terms and Conditions

**Contract Acceptance:** OPC reserves the right to prohibit any company from exhibiting without explanation. OPC reserves the right to deny space to any category when a certain number of tables in that category have been reached. Acceptance as an exhibitor does not mean the service exhibited is approved or endorsed by the OPC.

**Assignment of Table Space:** Due to limited space, exhibitors are permitted to only purchase one table. No exhibitor will share, or transfer the space assigned, without written permission of OPC. OPC reserves the right to add or alter the floor plan at any time in the best interest of the Expo.

**Payment:** Full payment is due at the time of registration. Table space is assigned on a first come, first served basis.

**Exhibit Structure:** Each space will be provided an 8 foot table and 2 chairs. Electrical outlets will be assigned on a first response basis, at the time the contract is received, and paid in full. Exhibits will not extend beyond the table space.

**Exhibitor Guide Lines:** Participation in the Expo is for the purpose of information and education only. No on site sales. Having a sign-up sheet is not allowed. Materials may only be distributed from exhibitors designated table only. Exhibitors are prohibited from circulating the Expo for solicitation. Literature may not be placed on cars parked at the Expo. Taping anything to the walls or permanent portion of the building is prohibited.

**Raffles:** Exhibitors are required to provide a raffle prize valued between \$25.00 and \$50.00. Seniors will have the option of placing their names/contact information for the raffle at the various exhibitor tables. Exhibitors will be responsible for getting the prize to the winner. Every attendee who completes the Registration and Prize Drawing Form, will be eligible for a larger raffle prize at the end of the Expo.

**Exhibit Set-Up and Dismantling:** Exhibitors may set up from 4:00 pm - 6:00 pm the day before the event, or 7:30 am the day of the event. Exhibits must be set up by 8:30 am on event day. Dismantling starts at 3:00 pm on event day. Volunteers may be available to assist with set up. However, OPC is not responsible for any damage or loss of equipment, or materials left in the OPC building.

**Cancellation of Contract:** All registration sales are final and no refunds will be issued. All exhibitor and sponsorship packages purchased are final and non refundable.

I, \_\_\_\_\_ representative of \_\_\_\_\_,  
agree that I have read and understand the above Exhibitor Terms and Conditions. I also agree to hold harmless the Older Persons' Commission and the Rochester Chamber of Commerce as a result of this event.

Signature \_\_\_\_\_

Date \_\_\_\_\_