

# Event Guidelines

Mesquite Chamber's *Taste & Trade 2019*

Community Sponsors



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## MESQUITE IN THE OLD WEST

**Date:** September 24, 2019  
Mesquite Exhibit Hall at Rodeo Center  
4:30 – 7:30 p.m.

**REGISTRATION DEADLINE: September 20**

REGISTRATION FEES: Chamber Member End-Caps \$325.00; Chamber Member Non-End Caps \$250.00;  
Non-Chamber Members \$500.00; Non-Profit (space limited) \$200.00;  
110 Volt Electrical Outlets \$75.00 each (availability limited).

**BOOTH INFO:** Exhibitors: 10' wide x 8' deep booth area, two chairs, one 8' table, 5 vendor wrist bands.  
Food Service: 20' wide x 8' deep booth area, four chairs, two 8' tables, 5 vendor wrist bands. **ALL PARTICIPANTS WHO ARE PAID-IN-FULL BY AUGUST 19 WILL RECEIVE AN ADDITIONAL FREE VENDOR WRIST BANDS!** The back curtain wall of each booth is approximately 8' high; sidewalls are approximately 3 ft. high. Drapery color is hunter green. Electrical access may be provided at additional cost (extra fees required). Additional chairs and tables may be rented at the event prior to 3:30 p.m. No pins are allowed on the drapery which surrounds the booth. Please bring hooks, wire and other tools for mounting materials from the framing poles holding the drapery.

You are ENCOURAGED to decorate booth using your company logo and the event's theme:  
**"MESQUITE IN THE OLD WEST."**

If you have any questions about the event or would like help with decorating ideas, please call the Chamber (972) 285-0211 or Committee Chair: Janet Launza (972) 979-7637 or co-Chairs Helen Ethridge (214) 893-8848, or Glenda Lee (214) 649-4867. Exhibitors **MAY NOT** sell any products, charge any fees or offer promotions during the event.

The event will be heavily promoted (at no additional cost to participants), including: posters, newspaper display ads, social media platforms and KEOM 88.5 FM radio. KEOM will also broadcast live from the event.

**MISC INFO:** Security will be on-site to regulate parking and maintain order inside and out during the event. However, booths must be manned at all times; please secure all valuables. Neither the Chamber, nor the Exhibit Hall at Rodeo Center will be responsible for lost or stolen items. Trash receptacles will be strategically placed at the expo for waste disposal.

- o **Arrival During and After the Event:** Booth set-up and preparation will begin at 8:00 a.m. and **MUST BE COMPLETED by 3:30 p.m.** on September 24<sup>th</sup>.
- o Items **MUST** stay within the allotted space of your booth.
- o Set-up time for judging ends at 3:30 p.m. If a booth is not assembled and ready to go by 3:30 p.m., it will not be eligible for judging.
- o **All vendors can receive up to 5 free wristbands for event workers. Additional wristbands will be sold for \$5.00 each.** Anyone remaining in the Exhibit Hall after 4:00 p.m. must have a participant badge or a wristband. Exhibitor tasting time will be from 3:30-4:15 p.m. Show doors open promptly at 4:30 p.m.
- o Clean-up **begins** at 7:35 p.m. (no exceptions!)
- o **Booths may not be disassembled before 7:35 p.m.**
- o **MANDATORY MEETING:** A representative from your organization **MUST** attend one of two meetings on the day of the event. They will take place at 9:30 a.m. and 1:00 p.m. in the Exhibit Hall.
- o If you wish to give away door prizes there will be a prize booth to post names of winners and direct them to your booth. It will be the responsibility of each exhibitor to let the prize booth know who the winners are so their names may be posted.

**Space is Limited! Sign-Up Today! Don't miss it: Don't even be late?**

Complete a Registration Form and return [with payment] to the Mesquite Chamber of Commerce.  
617 N. Ebrite; Mesquite, TX 75149 \*\* (972) 285-0211 \*\* fax (972) 285-3535 \*\* [www.mesquitechamber.com](http://www.mesquitechamber.com)