

**2022 REGISTRATION FORM**

**Contact Information:**

Business \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**FEES:**

\$75 Madison Chamber Members

\$250 Non-member Madison County  
Business

Checks made payable to:  
Madison Chamber of Commerce and  
submit this portion of form with payment

\_\_\_\_ Electricity needed (limited number  
available) Business supplies own cord  
\_\_\_\_ # of booths

**LOCATION INFORMATION**

**MADISON COUNTY  
VOLUNTEER  
FIRE COMPANY  
(ALL SPACES IN BAY AREA)  
1223 NORTH MAIN STREET  
(ROUTE 29 BUSINESS)**



**MADISON CHAMBER OF COMMERCE  
110 North Main Street  
Madison, VA 22727  
540-948-4455  
tourism@madison-va.com  
www.madisonva.com**



**MADISON CHAMBER  
OF COMMERCE**

*Presents:*  
*The 14<sup>th</sup> Annual*  
**MADISON  
BUSINESS  
EXPO**

**Thursday, MAY 19, 2022  
1 p.m. – 6 p.m.**

*Madison Volunteer Fire Co.  
North Main Street*

## REGISTRATION INCLUDES:

- **6 X 10 SPACE**
- **ONE 8 FOOT TABLE**
- **TWO CHAIRS**
- **REFRESHMENTS**
- **ADVERTISING**

**COVID: We will be following CDC protocols and recommendations in May regarding masks and social distancing since inside/outside event.**

**Advertising includes newspaper, television and radio coverage of the event. Event will also be covered through websites, Facebook and email.**

*PAYMENT MUST BE INCLUDED WITH REGISTRATION*

## EXPO REGULATIONS

### ELECTRICITY

Electricity is available on a very limited basis. If you require electricity, please check box on your registration and turn in ASAP. Bring own cord.

### EXHIBIT AREAS

Exhibit areas are limited to those booth numbers assigned to each exhibitor. Additional booth space may be purchased if you need overflow space. Exhibits must be constructed so as not to obstruct the general view or the view of adjoining booths. Exhibitors are encouraged to distribute samples, catalogues, pamphlets and souvenirs. Exhibitors may also give away door prizes. Can do drawings at booth and Chamber rep will be glad to announce for you. **Businesses can sell. Collect Sales tax on own as you normally would.**

**Please Do NOT break down booth until 6pm, if don't plan to stay please don't register!!!**

### EXHIBIT BOOTH

Exhibit booths consist of an eight foot table with two chairs.

## EXHIBITORS LOUNGE AREA

A lounge area,(free) drinks and snacks will be provided in separate room.

### PAYMENT SCHEDULE

Full payment of the total amount due for your booth must be remitted with your completed registration form. The form should be returned to the Madison Chamber of Commerce as soon as possible to guarantee your space.

### RESERVATIONS FOR SPACE

Reservations will be made in the order in which registrations are received. Available space will be assigned on a first-come, first-served basis. The Madison Chamber of Commerce reserves the right to relocate display areas for the benefit of the Madison Business Expo and in accordance with required electrical requirements.

### SOUND DEVICES

The use of sound devices, megaphones, loudspeakers, or undignified methods of attracting attention is prohibited where such methods interfere with other exhibitors. The volume of noise must be kept to a minimum.

### SECURITY

Exhibitors are responsible for all items in their booths during open exhibition hours. Neither the Madison Chamber of Commerce, nor the Madison County Volunteer Fire Department assumes liability for lost, stolen or damaged items.

### SCHEDULE

**A listing of booth numbers will be posted that morning.**

**Set up 10:30 a.m. – 12:30 p.m.**