



*You're only as good as your next customer!*

- Build new business relationships
- Attract new customers and clients
- Introduce products and services
- Cost-effective promotional occasion
- Generate leads the old-fashioned way with face-face interaction

**AND INCREASE YOUR SALES & PROFITS!**

### 10 x 10 + Wall Space

Inclusion on all website and social media promotions, half page program advertisement, event recognition, exhibit table and opportunity to conduct informational presentation.

### 10 x 10 Table Space

Website and social media promotions, inclusion in event program.

**OPEN TO THE PUBLIC!**

**SATURDAY  
NOVEMBER 09, 2019  
8 AM - 5 PM**

**ROYAL TAGA HALL  
SAIPAN WORLD RESORT**

**\$250**  
MEMBERS

**\$500**  
NON- MEMBERS

**\$100**  
MEMBERS

**\$200**  
NON- MEMBERS

FIRST-COME, FIRST-SERVE BASIS.

**RESERVE YOUR BOOTH TODAY!**

Registration is currently open and deadline for application is Friday, November 01, 2019 by 5:00 PM. Please contact Noelani McMahon at [coordinator2@saipanchamber.com](mailto:coordinator2@saipanchamber.com) or call the Saipan Chamber Office at (670) 234-7150.



Saipan Chamber of Commerce 2019 Business Expo  
APPLICATION CHECKLIST

APPLICATION DEADLINE IS FRIDAY, NOVEMBER 01, 2019 BY 5:00 PM.  
ONLY COMPLETE APPLICATION WILL BE ACCEPTED.

- APPLICATION
- PAYMENT
- COPY OF VALID BUSINESS LICENSE
- PROMOTIONAL MATERIAL / RAFFLE ITEMS (if available)
- LOGO, COMPANY DESCRIPTION, WEBSITE (if available)

PLEASE INCLUDE THE CHECKLIST WITH YOUR APPLICATION!

RETURN APPLICATIONS AND DOCUMENTS TO:

Saipan Chamber of Commerce, Suite 315- 3rd Floor , Marianas Business Plaza  
Noelani McMahon | [coordinator2@saipanchamber.com](mailto:coordinator2@saipanchamber.com) | 670- 234-7150

**Staff Use Only:**

Received: \_\_\_\_\_ Completed: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Payment: \_\_\_\_\_ Amount:\$ \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**Business Expo Application**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Company Description: Please include services, products, and any promotional information you would like the Saipan Chamber to share with the community.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Booth Selection:**

Please select the following booth option that best suits your company. In the event a company would like to purchase more space, they can simply double their selection to provide more booth space they are able to select two (2) booth spaces. Please see Noelani McMahon for booth for availability.

Booth Selection	Member Pricing	Non Member
10 x 10 + Wall Space Inclusion on all website and social media promotions, half page program advertisement, event recognition, exhibit table and opportunity to conduct informational presentation.	\$250	\$500
10 x 10 + Table Booth Website and social media promotions, inclusion in event program, table and chairs.	\$100	\$200
Vendor Sales Booth (Food/ Beverage vendors outside of Royal Taga Ballroom)	\$150	\$250

**Payment:**

- Chamber Members may be invoiced.
- Cash, Credit Card, and Checks accepted by Chamber Members
- Please make checks payable to Saipan Chamber of Commerce
  
- Cash and Credit Card accepted by Non-Chamber Members
- Checks are not accepted by Non-Chamber Members

**Please choose payment option:**

Invoice

Check

Credit Card



## EXPO RULES & REGULATIONS

### NOTIFICATIONS:

- Please have 1 or 2 representatives attend our vendor meeting date on November 7, 2019 at the Royal Taga Hall.

### EXHIBITOR REQUIREMENTS:

- Electrical outlets will be provided. Exhibitors must provide their own supplies, extensions or other equipment needed. Additional supplies needed will be discussed on a case-by-case basis/fee.
- All business exhibitors must be ready 30 minutes prior to their booth opening. Exhibitors will be able to set-up and prepare their booths the night before the event date.
- Booth must display the name of the business.
- Signage will be provided for your business, but please ensure an alternative is available.
- Booth will be located within the Royal Taga Hall- Business Expo with an assigned location number and space will be marked.
- Location of booth are on a first-come first-serve basis; SCC staff reserves the right to alter layouts as deemed necessary.
- Booth must be open during exhibit hours and an exhibitor must be present at all times..
- Booths may be set up and left unattended overnight, at the exhibitors own risk. The Saipan Chamber of Commerce is not responsible for the damage, theft before, during or after exhibit hours.
- All exhibitor items must be contained in the booth space (including stored items).
- All music and sounds projections must be contained within the booth area.
- Exhibitor is responsible for maintaining and cleaning in and around their area during and after exhibit hours.
- Exhibitor must wear festival credentials during event.
- There will be no water hook-up available in booth area.
- All booths are subject to inspection by Saipan Chamber of Commerce staff and Fire Marshall.

### BOOTH SALES:

- Exhibitors will NOT be allowed to promote, display or handout any obscene, dangerous or illegal items. All booths must be in good taste.
- Exhibitors will not be allowed to sell food and beverages. Such items will be sold in the concession area provided, outside of the venue.
- All transactions must be done within exhibitors booth area and no roaming business exhibitors will be allowed. \* WiFi will be available but may be weak in Expo grounds, please plan accordingly.

### SET UP & CLEAN UP:

- Exhibitors are responsible for set-up and takedown of individual booths. Booths must be cleaned before, during and after the event takes place. Please keep booth space neat.



## EXPO GENERAL INFORMATION & TERMS OF PARTICIPATION

### GENERAL INFORMATION:

- Date: Saturday, November 9, 2019
- FREE ADMISSION, Open to Public
- Event Location: Saipan World Resort, Royal Taga Hall- Indoor

### BOOTH SPACE & FEE:

- \$100 for a 10X10 Booth Space
- \$250 for a 10X10XWALL Booth Space
- Table and 2 chairs will be provided unless noted otherwise.

### PAYMENT:

- Must be included with application.
- All forms of payment accepted. Please make checks to **Saipan Chamber of Commerce**
- Exhibitors will be charged an additional \$50 for cancellations made less than one (1) week prior to event date, November 8, 2019.

### APPLICATION:

- Applications are listed online at [www.saipanchamber.com](http://www.saipanchamber.com).
- Deadline for applications is November 01, 2019 by 5:00 PM .
- Applications must be filled out completely with all required items and payment submitted to the Saipan Chamber of Commerce.
- Application and payment guarantees booth selection and placement.
- Each exhibitor must provide representatives photos and /or listing of all types of merchandise for **sale** during the event. Digital photos are preferred as they will not be returned.
- All exhibitors must have a valid business license.
- Selection and approval of booth selection will be at first-come, first-served basis and layout of event may be altered at the discretion of the Saipan Chamber of Commerce.
- The Saipan Chamber of Commerce reserves the right to reconsider an exhibitor for any reason.
- A waiting list will be available in the event Business Expo space is full.

### CANCELLATION POLICY:

- No refunds allowed after 5:00 PM on Friday, November 1, 2019.
- Any cancellations should be contacted in writing to Noelani McMahon at [coordinator2@saipanchamber.com](mailto:coordinator2@saipanchamber.com) . Exhibitors will be charged an additional \$50 for cancellations made less than one (1) week prior to event date, November 8, 2019.



## Participants!

The holiday season is fast approaching as the year comes to a close for 2019. The Saipan Chamber of Commerce is excited to announce our first-ever Business Expo! Just in time for the uproar of holiday season and shopping sprees. The 2019 Saipan Chamber of Commerce Expo opportunity is a chance not only for us to expose our members but provide an avenue for our business community to come together to showcase your company and its services to our local community and guests!

Exhibitions generate more sales leads than any other sales tool. Your participation in this event will not only help receive exposure to your company but will also result with immediate business for your company. Join us for only one day and take your company to the next level; inform your community on your products, services, SALES!

1. It's a chance to showcase your new products and services to a larger audience
2. Drive future sales to your storefront
3. Generate leads the old-fashioned way with face-to-face interaction!
4. New business relationships, on the spot appointments!
5. Networking activities on every level!!!

We are committed to delivering a lively, buzzing event for every type of business relationship, network, engagement with suppliers and deepen business education in our one-day event!

### **MARKETING: *You're only as good as your next customer!***

Saipan Chamber of Commerce encourages exhibitors to provide, promote, encourage patrons to visit their individual establishments for the following dates:

- **Thanksgiving Weekend!**
  - **Black Friday** (No better time to promote your Black Friday Sales hours!)
  - **Small Business Saturday:** (November 23, patrons visit small businesses around the world to promote and encourage the growth and expansion of small business. Offer coupons or Small Business Saturday specials to invite the community to your small business!)
  - **Cyber Monday** (Have an online platform, this is a great time for awareness and traffic!)
- **Christmas Season!**
  - **Christmas season is just around the corner!** ( Exhibits are proven to provide a profound avenue for new customers and returning customers. Use this exhibit to promote, encourage, and engage customers in your products, services and company! )