

Dear Exhibitor,

Thank you for considering participation in our 2024 Mega Show. This year the hours of operation will remain the same as last year. We will be open to the public on Friday March 22nd and Saturday March 23rd from 10 a.m. to 8 p.m. and on Sunday March 24th from noon to 5 p.m.

Please read and follow these instructions carefully and fill out your exhibit space application completely and accurately. All exhibit booths are 10 feet wide x 10 feet deep with an 8' high back drape and 3' high drape dividers between booths **except direct sales spaces which do not include pipe and drape**. Most, but not all booths will have 1 ea.110v electrical plug-in within 25 feet of space. Be sure to circle yes in box 7 on your application form if you require electricity. All booths are priced without tables and chairs. Please be sure to order them separately if desired.

Fill out the application form completely. Make your check payable to **Somerset County Chamber of Commerce. Mail your completed application with your payment to 601 N. Center Avenue, Somerset, PA 15501.** Or you may pay by credit card (There is a \$10 convenience charge for credit card payments.) by calling the Somerset County Chamber of Commerce at 814-445-6431. Also, you may submit your registration form by email to info@somersetcountychamber.com

NOTE: Your exhibit space reservation is not valid until your payment IN FULL is received.

In order to assure a nicely balanced appearance, the 2024 Mega Show Committee reserves the right to determine the final assignment of exhibit spaces. The floor plan will be available at www.somersetcountymegashow.com and shows every possible individual booth space. Double booth = any 2 side by side or back to back booths. Mega booth = 3 side by side X 2 back to back (6 booth spaces or 600 square feet) and can be inserted anywhere those conditions exist. Exhibit spaces highlighted in yellow are already spoken for. The floor plan will be updated regularly.

INSTRUCTIONS FOR EXHIBIT SPACE RESERVATION FORM:

Fill in your business name and contact information. It is very important to include your email address as that is the preferred way for us to send your confirmation and any other communications.

1. The Somerset County Mega Show is produced entirely by volunteers from the Somerset County Chamber of Commerce, Somerset County Builders Association, Cambria County Builders Association and the Cambria Regional Chamber of Commerce for the benefit of our organizations and to promote our members' businesses. In order to qualify for the member rates, you **MUST** indicate the name of the local Chamber of Commerce (Somerset or Cambria) or the builders association (Somerset or Cambria) to which you belong or have applied.
2. Select your desired exhibit space. **New this year! 10 ft x 10 ft Sales spaces without pipe and drape for only \$100.00. Sales spaces are for direct sales of carry-able merchandise ONLY. All others must order an appropriate exhibit booth.** Order tables and chairs, if desired, at line 5. Community Service booths are intended for small community service oriented non-profit organizations (10 or less employees), will be located in the Community Service area of the show floor plan, and may be rejected due to a lack of available space. Government or political exhibitors may reserve a 10' x 10' space for \$200.
3. Become a Show SPONSOR and have your name and logo recognized with signage during the entire weekend. Please send jpg or PDF files to info@somersetcountychamber.com.

4. You may sponsor a billboard (Your business name listed across the bottom of the ad) with or without exhibit space rental for \$350. This must be paid by 01/15/2024 in order to produce the signs.
5. Tables and chairs are not included. You may request them here for a small additional fee. Please circle the length of table desired.
6. If paying by credit card, add \$10.00 convenience fee to your total remittance.
7. Circle yes if you will need electricity at your booth.
8. TOTAL REMITTANCE: Remit this amount by check to:
Somerset County Chamber of Commerce
601 N. Center Avenue
Somerset PA 15501
or credit card by calling the SOMERSET COUNTY CHAMBER OF COMMERCE at 814-445-6431.
There is a \$10.00 convenience fee for credit card payments.
9. Fill out the attached Transient Merchant License form and mail with a fee of \$10 to Richland Township, 322 Schoolhouse Road, Suite 110 Johnstown, PA 15904. Please circle status of this form and fee.

PLEASE CHECK www.somersetcountymegashow.com FREQUENTLY FOR UPDATES AND DETAILS.

Make sure an authorized representative of your company signs the registration form. Look for detailed exhibitor instructions at www.somersetcountymegashow.com. Thank you and we look forward to seeing you at the MEGA SHOW!