

Dear Exhibitor,

Thank you for considering participation in our 2023 Mega Show. We will be open to the public on Friday March 17<sup>th</sup> and Saturday March 18<sup>th</sup> from 10 a.m. to 8 p.m. and on Sunday March 19<sup>th</sup> from noon to 5 p.m.

Please read and follow these instructions carefully and fill out your exhibit space application completely and accurately. To simplify the process and eliminate confusion, all exhibit booths include either 10 feet x 10 feet or 10 feet wide x 8 feet deep floor space, 8' high back drape, 3' high x 8' or 10' long drape dividers between booths. Most, but not all booths will have 1 ea. 110v electrical plug-in within 25 ft of space. Be sure to check 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 [asvonavec@somersetcountychamber.com](mailto:asvonavec@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 2023 Mega Show Committee reserves the right to determine the final assignment of exhibit spaces. The floor plan will be available at [www.somersetcountymegashow.com](http://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. Sales tables include 1ea. 8 ft. table, 2 chairs and 8' x 8' floor space. They are for direct sales of carry-able merchandise ONLY. All others must order an appropriate exhibit booth which does NOT automatically include tables and chairs. Order tables and chairs, if desired, at lines 5 and 6. 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](mailto: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. The special rate for an exhibitor is \$350. This must be paid by 01/15/2023 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. See above.
7. We will be marking exhibit spaces with numbers only.
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.

PLEASE CHECK [www.somersetcountymegashow.com](http://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](http://www.somersetcountymegashow.com). Thank you and we look forward to seeing you at the MEGA SHOW!