



2020 Covington Family Expo

Business Vendor Registration Form

Event Details

2020 Covington Family Expo & Youth Fair

Date: Thursday, April 16, 2020 Time: 2:00-7:00pm

Location: Cedar Heights Middle School

19640 SE 272nd St, Covington, WA 98042

Where Community and Business Connects

Participate in the Cedar Heights Career Fair then, as we open to the public, network with the local business community and discover what is available in our area including retail, services, health care, community groups, nonprofits, and more! Family Friendly Fun! 2020 will include a Youth Business Fair for ages 5-14 year olds!

Registration for the Youth portion is separate – please contact us info@covingtonchamber.org

Business Vendor Details

Vendors must provide their own chairs, tablecloth, & table (5-6' rectangle table). Each business must provide a \$25 value (or more) family-friendly drawing item for community members to earn a chance to win (to be used at the Chamber's discretion). Please provide the physical item on, or before, the event start date/time to the Chamber directly (it is not for your individual booth). Electrical outlets are limited and available at your request - please indicate on your registration form if needed. Your table must be setup and staffed at all times during the hours of 2-7pm. (Setup 1-2pm/tear down 7-8pm) All entries are non-refundable once submitted.

All vendors will participate in the engaging educational leadership opportunity for local students. From 2-4pm the Expo is designed to welcome Cedar Heights students to explore career opportunities in Covington and the surrounding areas. Vendors will be utilizing this time to work directly with students on sharing their business specialties, educational history and goal-sharing ideas. This is to inspire our students on achieving post high school opportunities. The public portion of the Expo will be from 4-7pm. If you are registering to be a vendor this means you will be participating in the entirety of the event 2-7pm as the Covington Chamber of Commerce and Kent School District promote educational leadership/advancement opportunities in our Community.

LIABILITY: Kent School District, the City of Covington and the Covington Chamber of Commerce are not responsible for any personal belongings that may be lost, stolen or left behind at the 2020 Covington Family Expo & Youth Fair. Vendors agree to hold Kent School District, the City of Covington and the Covington Chamber of Commerce harmless for any claims that may arise from damages to personal property, injuries or accidents at the 2020 Covington Family Expo & Youth Fair.

Please contact the Chamber of Commerce for ALL inquiries regarding this event:

Covington Chamber of Commerce
P.O. Box 8041, Covington, WA 98042
Email: info@covingtonchamber.org
Phone: 253-329-0999

Thank you for your business & community support!



2020 Covington Family Expo

Business Vendor Registration & Sponsorship Opportunities

"Hot Spot" Entry Table Sponsor \$150 (10 available)

- Includes one vendor booth space located closer to the entry area – you provide table/chair.
- Business logo on the sponsor sign at the welcome table recognizing your business.

Sponsored Areas \$200 (one available each, first come/serve)

- Includes one vendor booth space located in the entry area – you provide table/chair.
- We provide the table/items for your sponsored areas, and you provide the table/items for your business vendor booth area. By sponsoring you have 2 business locations in the Expo.
- Business logo on the sponsor sign at the welcome table recognizing your business.
- Marketing materials (provided by you) at respective Sponsored Areas.
- Logo on the "Giant Postcard" for social media posts.
- **Sponsored Areas Include: Snack, Music, Drawing, Passport, Welcome Table.**

LIABILITY: Kent School District, the City of Covington and the Covington Chamber of Commerce are not responsible for any personal belongings that may be lost, stolen or left behind at the 2020 Covington Family Expo & Youth Fair. Vendors agree to hold Kent School District, the City of Covington and the Covington Chamber of Commerce harmless for any claims that may arise from damages to personal property, injuries or accidents at the 2020 Covington Family Expo & Youth Fair.

2020 Vendor & Sponsor Registration (Priority given to first paid in full)

Questions? Contact us: info@covingtonchamber.org or 253-329-0999

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Vendor Space Reserved (not a sponsor)

- Chamber Member Business, \$50
 Non-Member Business, \$75

Electricity – select if needed:

- I need use of electricity

Sponsorship/Hot Spot Opportunities:

- Hot Spot Entry Table Sponsor \$150 (10 available)
 Snack Sponsor - \$200 (1 available)
 Welcome Table Sponsor, \$200 (1 available)
 Drawing Sponsor, \$200 (1 available)
 ~~Passport/Education Sponsor \$500~~ **SOLD**
 Music Sponsor, \$200 (1 available)

Total Due: \$ _____ Payment:

- Mail Check (Payable to: Covington Chamber of Commerce - Mail to: PO BOX 8041, Covington, WA 98042)
 Please send a credit card link to pay to this email: _____