



2024 DC SMALL
BUSINESS SUMMIT
AND EXPO

TUESDAY, APRIL 30, 2024 | 8:00 AM TO 3:30 PM

WALTER E. WASHINGTON CONVENTION CENTER

801 MOUNT VERNON PLACE, NW WASHINGTON, DC 20001

EXHIBITOR REGISTRATION FORM

EXPO HOURS: 8:00 am - 3:30 pm

Please e-mail your completed form to Donald Martin at dmartin@dcchamber.org.

CHAMBER MEMBER EXHIBITOR

\$250.00

NON CHAMBER MEMBER EXHIBITOR

\$350.00

ARE YOU A RETAILER?

COMPANY INFORMATION

Exhibitor Name - *Print company name as it should be listed in Exhibitor Listing*

Contact Person and Title

Address

City

State

Zip

Company Phone

Email

Website

Please indicate the extras you will need below (at exhibitor's cost). Please note that electricity, internet and material handling services ARE NOT included in the booth price. These services are provided by the Convention Center and its exclusive vendors and can be purchased at an additional cost.

Details and contact information for these vendors will be provided upon confirmation of your booth reservation.

Power Outlet

Wi-Fi

Other:

EXHIBIT SPACE INCLUDES:

- ONE (1) 6' x 30" skirted table with 2 chair per purchased space
- Black and white company tent card on exhibit table
- Continental Breakfast
- Boxed Lunch for two (2) company/organization representatives

EXHIBITOR CHECK-IN AND SET UP:

- The event team will be onsite from 3:00 pm to 5:00 pm on Monday, April 29th if you would like to drop off your exhibit materials. Please do not leave any personal or valuable items overnight.
- Please use the **L Street South Lobby** entrance for unloading. You may park temporarily for immediate loading/unloading, but you must move your vehicle once finished. There is absolutely no parking allowed in this area.
- Exhibitor check-in Begins at 7:00 am
- All exhibit tables set and ready for guests by 8:00 am
- Exhibitors may bring additional materials and displays as long as they fit within their exhibit space

BREAKDOWN:

Exhibitors should keep their exhibit open until at least 3:30 pm . All exhibits and materials need to be removed from the building by 4:00 pm. PLEASE dispose of all trash in appropriate trash receptacles and do not leave any materials in the exhibit area.

The protection of your property is your responsibility.

The DC Chamber of Commerce reserves the right to refuse a space to any applicant deemed inappropriate or that fails to meet the guidelines.

*** Retailers – You are responsible for collecting and remitting DC Sales Tax to OTR. NO CASH TRANSACTIONS ARE ALLOWED. You may contact the Office of Tax and Revenue by visiting <https://otr.cfo.dc.gov/mytaxdc>.**

METHOD OF PAYMENT

- Credit Card
(Please contact me to obtain card information)
 ACH / E-Check
 Send Invoice

For Internal Use Only

Form Received Date: _____

Verification of Current Chamber Membership _____

Payment Received

Space Assigned: _____