

MEGA | BIZFEST

MegaBizFest Committee 800 N. French Street Wilmington, Delaware 19802 www.megabizfest.com

August, 2010

Dear Potential Exhibitor:

You have an opportunity to be part of the largest Procurement Trade Show in the Delaware valley. The City of Wilmington, Office of Economic Development, and the MegaBizFest Committee will be hosting its 5th Annual MegaBizFest featuring this year a Tradeshow and Business Opportunity Expo on Thursday, October 7, 2010, at the Double Tree Hotel, 7th & King Streets, Wilmington, DE, between the hours of 7:30 a.m. to 4:30 p.m.

We invite your company's participation in this event that is designed to offer you a variety of benefits and is crafted to ensure that your company gets the proper visibility, and most importantly, value of a return on your investment. The Trade Expo provides an opportunity for you to showcase your products and services to potential procurement buyers and conference attendees. The Trade Show is significant to provide valuable and relevant events in support of supplier diversity initiatives and the procurement of goods and services.

Please complete the attached Exhibitor Form and remit back by email to info@megabizfest.com or send to MegaBizFest Committee c/o Trade Show, 800 N. French Street, Wilmington, DE 19801. Greater information and online registration is available at www.megabizfest.com.

MegaBizFest is held in collaboration with the United States Small Business Administration, Delaware District Office and are the coordinated efforts of many business resource agencies, businesses and governmental bodies representing the entire State of Delaware.

Again, thanks to our Title Sponsor, Wachovia, A Wells Fargo Company, and you for your support and participation in this event designed to promote business prospects, business growth, and equal access for all small business entrepreneurs in our State.

Sincerely

Lorraine P. Watson

Lorraine P. Watson, Chairperson
MegaBizFest Committee



Cc: Attachments Exhibitor Expo Forms
 Exhibitor Profile
 MegaBizFest Conference Fees
www.megabizfest.com/ExhibitorBoothPackages2010.pdf



MEGA BIZFEST BUSINESS TRADE SHOW

RESERVATION FORM

Check # _____
 Amount: \$ _____
 Processed by: _____
 Comments: _____

Name of Company _____		Telephone Number (include area code) ()	Fax Number (include area code) ()
Owner _____			
Business Address Street (Physical address only) City _____ State _____ Zip _____		Email Address _____	
Contact Person (if different from owner/operator) _____		Telephone Number (include area code) ()	Fax Number (include area code) ()
Contact's Address (P.O. Boxes are not acceptable) Street _____ City _____ State _____ Zip _____		Email Address _____	
Mailing Address (if different from business address) Street _____ City _____ State _____ Zip _____			
City Business License # (if applicable)	EXHIBITOR INFORMATION <i>Payment due at time of reservation. All exhibitors will be required to wear ID badge in this event. Badges and program materials will be placed at each exhibitor table. The exhibit area will include skirted table, two chairs and wastebasket. Set-Up Oct. 6, 2010.</i>		
Federal Identification #			
<i>"Meeting Business Needs Through Solutions and Success"</i>			



EXHIBITOR BOOTH PACKAGES

DBE (Certified as a MBE/DBE/VET)	_____	\$395
• Early Bird DBE Discount*	_____	\$350
Small Business Exhibitor	_____	\$495
• Early Bird Small Business*	_____	\$400
Corporation	_____	\$645
• Early Corporate Discount *	_____	\$600
Non Profit/Government	_____	\$495

*(Early Bird Register and pre-pay before Sept. 10)

*There will be a \$50 fee for electric
 Check here if you need electric. _____ \$50

TOTAL Fee Enclosed _____

PAYMENT

Method of Payment: ___Check ___MC ___AMEX ___Visa ___Discover

Account # _____ Exp. _____

Name on Card _____

Signature _____

Billing Address: _____

On line payment processing available www.megabizfest.com

Thursday, October 7, 2010

DOUBLETREE HOTEL
 DOWNTOWN WILMINGTON
 7th & King Streets
 Wilmington, DE 19802

For more information contact (302) 576-2121

EXHIBITOR INFORMATION

EXHIBITOR package includes:

- Skirted 6 foot table
- Two tickets to Keynote Luncheon
- Logo on Website/Quarter page AD
- Matchmaking Opportunities
- Two tickets to Welcome Reception
- All Workshops & Seminar Symposiums

Registration set up will be on Wednesday, Oct. 6, 2010, between 2:00 p.m. and 8:00 p.m., immediately following will be a "Spirited" Welcome Reception from 6:00 p.m. – 9:00 p.m. Exhibiting will take place after the ribbon cutting ceremony of the Trade Show (10:00 a.m. to 5:00 p.m.) The Trade floor will close during the noontime hours for the Keynote Lunch.

A Premier Event for Veterans, Women and Minority Businesses



MEGA BIZFEST BUSINESS TRADE SHOW



EXHIBITOR PROFILE

Please complete the following and either fax to: Exhibitor Committee, 302-571-4326,
Complete online at www.megabizfest.com or email: info@megabizfest.com
This information will be published in our Exhibitor Directory

COMPANY: _____

CONTACT: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

WEBSITE: _____

Years In Business _____ Certifications _____

COMPANY INFORMATION (provide no more than 250 words about services and or products your company offers)

Mega BizFest, Creating Businesses and Linking Strategic Alliances

OCTOBER 7, 2010
Double Tree Hotel
700 N. King Street, Wilmington, DE 19801

302 576-2121
Registration - www.megabizfest.com