



2024 BIZX HOLIDAY EXPO VENDOR CONTRACT

COMPANY INFORMATION

Business Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

When: Thursday, November 14, 2024
Member Expo | 3:00pm - 7:00pm
Vendor Networking | 2:00pm – 3:00pm

Where: Renton Pavilion Events Center
233 Burnett Ave S, Renton, WA 98057

Email Completed Contract To:
Emily Raines - Emilyr@bizx.com

AS A VENDOR YOU RECEIVE:

- ✓ Access to all registered attendees
- ✓ 6' table with black linen
- ✓ Electrical (limited) and WiFi
- ✓ Company listing in the event marketing material
- ✓ A booth sign with your company logo

The Holiday Expo begins promptly at 3:00pm. Please be ready to go no later than 2:00pm. Between 2:00-3:00pm will be a vendor exclusive networking event.

EXHIBITING REQUIREMENTS

1. Selling all good/services at 100% BizX (including tax).
2. Have at least two staff for your exhibitor booth to allow for breaks and to handle crowds.
3. Bring a laptop or tablet to run transactions.
4. Bring (or be able to sell) at least \$5,000 worth of inventory.
5. Provide all you own marketing materials and if applicable sample materials.

EXHIBITING PROVISIONS and GUIDELINES

- A table with linens will be provided to each of the vendors.
- BizX will provide one sign containing the company logo as provided by the vendor.
- Booth decorations must be fire retardant. Boxes must be stored under tables.
- No lightweight extension cords.
- Traditional upright display units up to 6' wide and 8' tall will fit within all exhibit spaces.
- Exhibitors will be responsible for any damages incurred within their exhibit space.
- No live animals, flames, candles or smoking permitted.
- Noise level at table must be kept below event background music.
- Exhibitors will be responsible for the loading in and setting up of their booths.
- If you need a hand cart, please bring it with you.
- Booth set-up is only available on 11/14 after 12:00pm and may not be left overnight.

AGREEMENT APPROVAL

This form serves as an agreement to be signed by the company contact. We would like to participate in the 2024 BizX Holiday Expo. I have read, understand and agree to the rules and regulations.

SIGNATURE

DATE