



Miami Lakes Chamber of Commerce

Display Table Promotion Procedures

www.miamilakeschamber.com

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OBJECTIVE: To provide an opportunity for MLCC Members to promote their products and services at the regular monthly luncheon meeting or at special networking/card exchange meetings.

METHOD OF PROMOTION:

- a. The Member will be provided with table-top display space on which to place brochures or displays, or other promotional items.
- b. Member must provide a minimum of 1 door prize and will receive special mention during the distribution of door prizes (Monthly luncheon only).

TABLE-TOP FEE: Members will be provided with table-top space in the lobby area of the meeting facility. Display areas will be about 3x2½ feet. Each table will be divided into two spaces. A Member may reserve the entire table. Table-top fees are:

- a. Entire table-top - \$30 per meeting
- b. Half table-top \$20 per meeting

PROCEDURE: Table-top space must be reserved in advance according to the following procedure.

- a. Table-top space may be requested by contacting the Chamber office.
- b. Table-top space will be available on a first-come first-served basis.
- c. No refunds will be granted for space reserved but not used.
- d. Space will be available on a “one-per category” basis for each meeting. In the event of two or more Members in the same business category requesting space for the same meeting, only one will get space. The excluded Member will have the first right to that space next meeting provided that the space is paid for in advance.

SET-UP PROCEDURE:

- a. Displaying Member must be set up 30 minutes prior to the meeting.
- b. Electricity is not available.
- c. Audio equipment may be displayed, but not operated.

TABLE-TOP DISPLAY CONSIDERATIONS:

- a. Promotional literature and materials or samples may be displayed and distributed.
- b. Business cards may be collected.

Member Name: _____ Responsible party: _____

Meeting Date requested: _____

Spaces requested: Entire table \$30 One-half table \$20 Date paid: _____

Please describe the product or service that you will promote: _____

I agree to abide by the above stated rules and procedures. By: _____

Subject to Chamber approval:

Chamber only

Date rec'd: _____ By: _____ Space assigned: _____