



4th Annual Akwesasne BUSINESS EXPO - Registration Form

Tuesday, September 25, 2018 8:30 a.m. - 5:00 p.m. Akwesasne Mohawk Casino Bingo Palace

Company Name (hereinafter "Exhibitor"): _____

Contact Person: _____ # of Attendees: _____

Address: _____ Phone Number: _____

_____ Email: _____

Brief Business Description : _____

Promotional Activity: _____

Please register by September 14, 2018 to be included in the Expo Directory publication.

Exhibitor Booth Fee: (U.S. Funds Only)

_____ \$40.00

_____ \$5 Electricity Fee: (limited spots available)

Total Registration fee: \$ _____

REGISTRATION MUST INCLUDE YOUR PAYMENT. Acceptable payment methods are cash or checks made out to: Saint Regis Mohawk Tribe (SRMT). Credit cards accepted by phone by calling SRMT Finance office at (518) 358-2272. Hand deliver your registration and payment to SRMT Office of Economic Development, Suite 201 Akwesasne Business Center, 447 Frogtown Road, Akwesasne, NY.

REGISTRATION AGREEMENT: Upon execution of this agreement, the Exhibitor shall be responsible for the payment of all charges contemplated herein and no refund shall be made to the Exhibitor if cancellation is made less than seven days prior to the Expo.

It is agreed that the exhibitors shall assume all responsibility for any loss, damage, or injury that they shall have or cause and that they shall indemnify and hold harmless the Saint Regis Mohawk Tribe, the Mohawk Council of Akwesasne, the Akwesasne Area Management Board, the Akwesasne Chamber of Commerce and their respective directors, officers, employees, volunteers, contractors and representatives from all liability which may ensue, from whatever cause. Exhibitors bear all risk and expense for any loss, theft or damage to their booth and its contents, and to bear the risk of injury to themselves and those working with them.

Signature: _____

Date: _____



Akwesasne Business Expo Directory - Advertising Agreement

A directory publication will be printed for the 4th Annual Business Expo. The publication will be 8.5 " X 5.5" in size and will contain exhibitors name and business information, the expo layout, advertisements from participating businesses and any other relevant information. The directory will be handed out to all visitors to the Expo free of charge. Beside being useful to visitors to navigate the Expo, this is a take away item that visitors can refer to in the future to contact favorite exhibitors.

Fifty (50) Special Visitor Swag bags will be given out to the first 50 Expo visitors. Businesses that contribute 50 non-promotional items for the Visitor Swag bags will receive a FREE 5" X 4" ad space. Non-promotional items are items that you would not normally give out at your booth such as pens, key chains, candy, etc. They could be regular merchandise, product samples, coupons valued a minimum of \$2 (two dollars), etc.

Company Name: _____

DEADLINE: Tuesday, September 14, 2018.

ADVERTISING SPACE: (Select one)

_____ Full Page \$100 U.S.

5" X 8"
Portrait
Orientation

_____ Half Page \$50 U.S.

or

5" X 4"
Landscape
Orientation

_____ Free with contribution to Visitor Swag Bags
(See below)

Advertisement fee: _____

Registration fee: _____

Total fee: _____

ADVERTISEMENT: (Select as applicable)

_____ Digital ad will be supplied by Advertiser in JPEG or similar format

_____ Ad to be created by Expo Committee.

Information to include in ad: _____

_____ Logo will be provided.

_____ **I'm providing 50 non-promotional items for Visitor Swag Bags:**

Description: _____ **Retail Value: \$** _____

All digital content to be emailed to nola.benedict@akwesasne.ca. Prepayment is required in cash or checks made payable to Saint Regis Mohawk Tribe. Publisher makes every attempt to accommodate location requests but does not guarantee position. Please sign below if you to agree to the terms of this agreement and to verify you are an authorized personnel for the Advertiser to execute it .

Advertiser: _____ Title: _____

Date: _____

Exhibitor Information

The **4th Annual Akwesasne Business Expo** 2018 will be held on Tuesday, September 25, 2018 at the Akwesasne Mohawk Casino Bingo Palace located at 873 State Route 37, Akwesasne, NY. This is a drug and alcohol free event.

Exhibitors Only AGENDA: (subject to change)	8:30 am - 9:30 am	Booth Set Up
	9:30 am - 9:45 am	Welcome!
	9:45 am - 10:45 am	Networking Activity
	10:45 am - 11:00 am	Break
	11:00 am - 12:00 pm	Presentations #1
	12:00 pm - 12:45pm	Lunch
	12:45 pm - 1:45 pm	Presentations #2
	1:45 pm - 2:00 pm	Break
	2:00 pm - 5:00 pm	Welcome the Public to visit booths

Booths: Booth space measurement is approximately 10' X 8', back curtains are 10' high. Please DO NOT pin anything to curtains. (Hooks will be provided.) Includes two chairs and a 8' table, (table coverings are not provided), One assigned booth number sign.

Booth Set Up: Vendors will have access to the facility for set up at 8:00 a.m. Do not extend your booth beyond the designated space.

Loading Zone: Offloading and loading is at the front entrance of the Casino's Bingo Palace. Event staff will be on hand to assist you. Parking is in the parking lots.

Electricity: Only eight booths available with electrical connections for a fee of \$5 U.S. and are provided on a first come basis. Bring your own surge protector and extension cord. The exhibitor assumes all responsibility for any equipment damage caused by power issues.

Internet Services: Wi-Fi internet service will be available.

Smoking: Designated smoking areas can be located on the casino gaming floor and in parking lots.

Food: Lunch vouchers will be provided to exhibitors to enjoy lunch at the Native Harvest Buffet restaurant located in the Casino.

Break Room: The presentation area will serve as a break room area for exhibitors and Expo staff between 2:00 p.m. and 5:00 p.m.

Dismantling: Vendors must not dismantle before 5:00 p.m. All belongings must be removed after Expo.

Event Information: Call Mary Lafrance at (518) 358-2835 or Nola Benedict at (613) 575-2250, extension #1052. Visit websites: www.srmt-nsn.gov or www.akwesasne.ca or Facebook pages of Saint Regis Mohawk Tribe or Mohawk Council of Akwesasne.