



Westchester Business Expo SAMPLER Registration Form March 28, 2018

1:00 to 5:00 pm @ Hilton Westchester, Rye NY

The **Westchester Business Expo** is a **TABLE-TOP Expo**. There is an **8' x 8' space** allocated for sampler set up. All banners **MUST** be free-standing. Your exhibit must not exceed the space allocated for the setup unless you have purchased a Double Booth or an Enhanced Booth. Exhibit space will be assigned in order of receipt of payment with respect to overall product mix. Your exhibit must be set up no later than 12:45pm and you will not begin to break down before 5:00pm. Reservations cannot be made for specific booths spaces in the showrooms. Showrooms will be filled on a first-come, first-serve basis.

Please Note: Samplers should be prepared to serve about 800 portions

TERMS AND CONDITIONS:

- Live Cooking will **not be permitted** in the Pre-Assembly areas and Ballrooms of the Hilton Westchester. Only pre-prepared foods that are being maintained at service temperature can be sampled.
- You will be required to submit a Certificate of Insurance and Hold Harmless (Food & Beverage) Agreement to the Hilton Westchester.
- You will be prepared to distribute up to 800 samples.
- You will receive either a 6' x 30" table or quarter-round table for your front serving table and another 6' x 30" work table in back. Both will be covered with a white tablecloth
- We recommend that you to bring items to decorate your table – tablecloths, flowers, silk plants, pictures, menus, business cards, flyers, etc.
- You will be required to bring any supplies you need, including, but not limited to: chafing dishes, sterno and matches, hot boxes (to keep food hot or cold), serving spoons, ladles, utensils, forks, kitchen knives, latex gloves, bus box, sauté pans, kitchen towels, small plastic bags, cutting board, disposable plates, bowls, glasses and napkins, plastic forks and spoons, and a container to hold them
- Samplers are **not permitted** to use the Hilton Westchester kitchen. Everything must be ready to serve by you at your table
- The Hilton will supply ice for those who need it.

____ **INITIAL here to agree that you have read and understand the terms and conditions of being a WEXPO Sampler**

ALL EXHIBITORS MUST INITIAL ABOVE. If above statements are not initialed your registration will not be processed.

Exhibitor Info: _____ **Today's Date** _____

Company Name _____

Industry _____

Contact Name for Expo (person to receive details regarding the event)

Address _____

City, State, Zip _____

Phone _____ ****Email** _____

Email to adepalma@thebcw.org