



Reservation Form

Rep on file: _____

Presented by
**COMCAST
BUSINESS**

November 2, 2017 • MassMutual Center • Springfield, MA

The undersigned exhibitor reserves and applies for exhibit space in the Business & Innovation Expo of Western Mass on November 2, 2017 and agrees to the terms and conditions set forth below by the Business & Innovation Expo of Western Mass, hereinafter referred to as the Producer.

Company Name _____

Name for Booth Sign _____

Contact Person _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Fax** _____

Email _____ **Website** _____

- Booth Sizes:**
- 20 x 20 Showcase Unfurnished - \$1,925
 - 20 x 20 Showcase Furnished* - \$2,000
 - 10 x 20 Double Unfurnished - \$1,125
 - 10 x 20 Double Furnished* - \$1,200
 - 10 x 10 Corner Unfurnished - \$825
 - 10 x 10 Corner Furnished* - \$900
 - 10 x 10 Standard Unfurnished - \$725
 - 10 x 10 Standard Furnished* - \$800

***Furnished Booth Includes:** One 6' x 30" Draped Table, Two Upholstered Chairs & Wastebasket

Location assignments are at the discretion of Producer. After receipt of signed reservation and non-refundable deposit of 50%, balance is due by September 8, 2017. Booth rate includes pipe & drape and a company ID sign. Exhibitor Hall is fully carpeted. Additional furnishings and overlay carpeting are available at an additional charge through our show decorator. Electricity is available through the MassMutual Center, at (413) 787-6610.

Payment Method:

MasterCard Visa American Express

Card # _____ Exp. Date _____

Charge my account in full for the amount of _____

Charge 50% now and 50% balance on or before September 8, 2017.

(If paying after 9/8/17 – should be paid in full at time of booth reservation)

Or send check made payable to: Business & Innovation Expo of Western Mass c/o BusinessWest, 1441 Main Street, Springfield, MA 01103 – **FAX COMPLETED REGISTRATION FORM TO:** Business & Innovation Expo of Western Mass c/o BusinessWest at: 413-781-3930 – **OR EMAIL TO:** peters@businesswest.com

AUTHORIZED SIGNATURE

PRINT NAME

DATE

Questions? Contact BusinessWest 413-781-8600