**Presented by**

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Description automatically generated** A logo with a red circle

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**BusinessExpo-2025**

**VENDOR SETUP AND TAKEDOWN INSTRUCTIONS**

**Booth set-up can begin Friday at 10:00 am until 4:30 p.m. TAKE DOWN CAN NOT BEGIN EARLIER THAN 3:00 p.m. CANCELLATION OF BOOTH MUST BE MADE 15 DAYS IN ADVANCE OF EVENT FOR A 50% REFUND.**

**Booth Information**

**Each exhibitor will have a 10x10 with an 8-ft—or 6-ft table and two chairs. On the registration form or online, please specify if you need linen.**

* **Vendors must stay open till 3 pm on Saturday, August 2nd – NO EXCEPTIONS**
* **Vendors are encouraged to provide a prize at the end or after the Expo (Vendor will be responsible for contacting winners - Chamber will NOT be announcing winners**
* **Vendors are welcome to sell their merchandise or food on both days.**
* **NO open flames are allowed in the building.**
* **If using electricity – the vendor must bring their own extension cords and power strips.**
* **Vendors CAN give out food samples, drinks, or logo products.**

**If you have any questions, please get in touch with us at the Chamber**

**830-896-1155 or Email** [**pilar@kerrvillechamber.com**](mailto:pilar@kerrvillechamber.com)