



Alamogordo Chamber of Commerce

1301 N. White Sands Blvd.

Alamogordo, New Mexico U.S.A. 88310

(575) 437-6120 • (575) 437-6334 – Fax

The Alamogordo Chamber of Commerce Sixth Annual Prime Time Business Expo is Friday, January 9, 2015, 3:00 p.m. to 8:00 p.m. at the Sgt. Willie Estrada Memorial Civic Center. It is organizations like yours that make the Alamogordo Chamber so successful. For those of you who participated last year, you are aware what a successful event this was and the excellent attendance from the public. Everyone had a great time!

Please review the following information for the event:

- ❖ 8 ft. table cloth will be needed for your table.
- ❖ We encourage everyone to follow the Mardi Gras theme.
- ❖ Display your company banner in your booth area.
- ❖ You will need to provide a door prize of a \$25.00 or more value by January 5, 2015.
- ❖ The public will be given a card, showing each booth. You will need markers for the cards, marking through your booth number. As cards are completed, they will be dropped in a box for door prize drawings at the Chamber booth. **Only a completed card will go in for a drawing.** By doing this, it will encourage people to go to every booth and become familiar with businesses in Alamogordo.
- ❖ Bring plenty of business cards, flyers and/or other give-aways to advertise your business and services.

Our insurance company requires us to obtain a copy of your insurance liability for the event, naming the Alamogordo Chamber of Commerce and City of Alamogordo as additional insured. Please scan and email it to me to mtd@alamogordo.com or send a copy by mail prior to event.

Thank you for your partnership in the Alamogordo Chamber of Commerce, and I look forward to working with you.

Sincerely,

Jessica Hoidahl
Membership & Tourism Director