



Dear Montgomery Area Business or Organization,

The Montgomery Chamber of Commerce is looking forward to the third annual Meet in Montgomery event. This event will take place on Thursday, August 14, 2025, from 4-7pm at Memorial Park. We are partnering with the Montgomery Farmers Market during their usual operating hours. This family-friendly event will feature businesses and organizations that make up the Montgomery area community, and it will provide an opportunity to showcase your business, programs, products, and more.

Please consider participating in this event by registering to be an exhibitor and/or sponsor. Both options will include promotion of your business/organization and exposure to current and potential customers at the Meet in Montgomery event. Sponsors will also get featured on additional promotional materials. If you will be setting up a booth, you are invited to give away promotional items, set up games, sell food or beverages, and more. Attendance nearly doubled last year, and we anticipate an even bigger event this year.

The registration and sponsorship forms are enclosed. Registration and payment are due no later than July 3, 2025. If you have any questions, please contact the Montgomery Chamber of Commerce at 507-291-5466 or info@montgomerymnchamber.com.

We hope you can join us for this fun community event!

Sincerely,

Caitlin Huiras
Executive Director
Montgomery Chamber of Commerce

SPONSORSHIP REGISTRATION

GOLD SPONSOR - \$600

- Logo on flyer
- Promotion in KCHK radio ads
- Promotion on the Chamber and local community Facebook pages
- Business name listed as gold sponsor in the Montgomery Messenger
- Business “shout out” via DJ announcement during the event
- Complimentary booth space

**Only available for Montgomery Chamber of Commerce members*

SILVER SPONSOR- \$300

- Promotion in KCHK radio ads.
- Promotion on the Chamber and local community Facebook pages
- Business name listed as silver sponsor in the Montgomery Messenger
- Business “shout out” via DJ announcement during the event
- Complimentary booth space

BRONZE SPONSOR- \$150

- Promotion on the Chamber and local community Facebook pages
- Business name listed as bronze sponsor in the Montgomery Messenger
- Business “shout out” via DJ announcement during the event
- Complimentary booth space

EXHIBITOR REGISTRATION**

- Member Booth Space (\$50): approximately 10’x10’ space for current Montgomery Chamber of Commerce members.
- Non-Member Booth Space: (\$100): approximately 10’x10’ space for those who are not yet Montgomery Chamber of Commerce members.

** Tents, tables, and chairs are NOT included in booth space. Each exhibitor is responsible for bringing their own table(s), chair(s) and tent (if desired). These items are highly recommended.*

+ Complimentary booth space is included with all sponsorship levels.

If selling products at the event, please complete a vendor form ([ST-19 form](#)) and submit it with your registration. If selling food and/or beverages, please also include copy of your food license.



Meet in Montgomery

Thursday, August 14, 2025

4-7pm, Memorial Park

Exhibitor/Sponsor Registration

Due July 3, 2025

Name of Business/Organization: _____

Name of Contact Person: _____

Phone Number of Contact Person: _____

Email of Contact Person: _____

SPONSOR AND EXHIBITOR REGISTRATION

Select Options(s) with an "X"	Description	Price
EXHIBITOR REGISTRATION		
	Chamber Member Booth Space (complimentary for all sponsors)	\$50
	Non-Chamber Member Booth Space	\$100
SPONSOR REGISTRATION		
	Gold Sponsor (includes complimentary booth)	\$600
	Silver Sponsor (includes complimentary booth)	\$300
	Bronze Sponsor (includes complimentary booth)	\$150
TOTAL		

Please add note if you will be bringing a game or selling food/beverage so we can plan space accordingly:

Please be sure to include your payment, [ST-19 form](#) (if selling at the event) and a copy of your food vendor permit (if applicable) with your registration.

Make checks payable to the Montgomery Chamber of Commerce: PO Box 193, Montgomery, MN 56069

OFFICE USE ONLY	Date received: _____	Payment received: _____
Booth assignment: _____	Copy of food vendor permit: _____	Copy of ST-19: _____

EXHIBITOR REQUIREMENTS

Exhibitors are required to operate throughout the entire event. Booths will be filled on a first-come, first-served basis. Exhibitors are encouraged to present your booth as family friendly. You must attach a copy of your vendor permit, or [ST-19](#), if selling any food/beverage or merchandise items with this application form for approval. Contact the Montgomery Chamber of Commerce with any questions at 507-291-5466 or info@montgomerymnchamber.com

Full payment must be submitted with registration. Registration and payment deadline is 4pm on July 3, 2025.

BOOTH SPACE

Basic fee includes a 10' x 10' space at the event plus various advertisements and promotions. Tents, tables, and chairs will NOT be provided. Please indicate on the registration form if you will be bringing a game (e.g., bags or ladder golf) so we can plan your booth assignment accordingly.

Exhibitors will be provided with a map and booth location prior to the event date. The space contracted for is to be used solely for the name that appears on the application and it is agreed that no portion will be sub-let or used by any other organization or business. Exhibitors and their exhibits are limited to their assigned booth space. Marketing displays and material cannot block or interfere with booth space of other Exhibitors.

ELECTRICITY

Due to limited electrical outlets at Memorial Park, booths will not include electricity.

SET-UP AND TEAR DOWN

Meet in Montgomery is open to the public from 4pm – 7pm. Every booth must be staffed and operational during the entire open hours of the event. Exhibitors will not be allowed to leave before the end of the event. Any Exhibitor that leaves early may be excluded from Meet in Montgomery the following year. Exhibitors shall have access to the area Thursday, August 14, 2025 starting at 2pm. Exhibitors are responsible for unloading and setting up material the day of the event. Exhibitor booths must be completely set-up and ready to serve the public no later than 3:30pm. Exhibitors must tear down their booth by 8pm on the day of the event.

CANCELLATION

If, for reasons beyond the Chamber's control, Meet in Montgomery must be cancelled, the Montgomery Chamber of Commerce is not liable for any costs other than exhibitor space fees paid. If the date or location must be changed for reasons beyond the Chamber's control, it is agreed that the entry booth fee is non-refundable as a date or location change will be provided. Should an exhibitor wish to cancel this agreement and not exhibit in the event if it is rescheduled, a refund of fees paid may be requested through July 3, 2025, after which no refunds will be made. Allow four (4) weeks for refund processing.

EVENT LOCATION & PARKING

Meet in Montgomery will be in Memorial Park in the grassy area west of the restrooms and north of the baseball field. Park Lane (the main road through Memorial Park) road will be closed to traffic during event hours. Vehicles can be parked on 2nd St. SE.