

# Coopersville Community Expo FAQ's

The Coopersville Area Chamber of Commerce invites you to showcase your organization during the

**“Spring Fling” Community Expo**

**Saturday, March 27, 2010, 9:00 a.m.—1:00 p.m.**

**Coopersville Middle School, 198 East Street**

## Goals:

- Spotlight area businesses, organizations, churches, municipalities and schools to other businesses and members of the public.
- Increase community awareness about products and services sold or manufactured in our community.
- Provide exhibitors an opportunity to increase exposure to prospective customers, develop sales, sales leads and customer contacts.

## Rules/Policies:

- Exhibitors provide their own table skirt and/or table cover, display items backdrops if desired.
- Electricity will be provided if marked on the application.
- Exhibitors provide their own extension cords and telephone wire. Don't forget the duct tape!
- Vendor set up Saturday, March 27th from 7—8:15 a.m. and must be ready to accept guests at 9:00 a.m., and exhibit until 1:00 p.m. **NO EARLY TEAR DOWN— NO EXCEPTIONS.**
- Marketing and selling is allowed within the confines of your reserved area. Roaming rights available for an additional fee. ( See Vendor Application)
- Tables must be manned at all times. Unmanned exhibits will be dismantled. No refunds or exceptions.
- Registration for give-aways at your booth are encouraged. Door prizes will be accepted for hourly giveaways during the event.
- Graduation & Wedding Gala Section: Goods or services must pertain to Senior Year/Graduation, Open House or Wedding Planning.

## Partnership Opportunities:

- \$500.00 includes a FREE Booth, Premier Location, Company Logo on all printed materials and [www.coopersville.com](http://www.coopersville.com).
- \$250.00 includes a FREE Booth, Choice Location, Company Logo on all printed materials.
- \$100.00 includes Choice Location, Company Listing on all printed materials.

**Prepare for approximately 500 people to attend the Expo.**

**Handouts, brochures, novelty items, discount coupons, etc are encouraged.**

**Bags will be provided to all attendees to collect items in.**

# 2010 Community Expo Vendor Application

Chamber Member	<i>Future</i> -Members	Municipalities & Political Candidates
\$75.00	\$100.00	\$75.00
Roaming rights, \$75.00	Roaming rights \$100.00	Roaming rights, \$75.00
Late registration \$150.00	Late registration \$200.00	Late registration \$150.00

10' x 10' booth includes an 8' table & 2 chairs. Late registration after 3/13/10.

## Discounted Booth Fee Offer

**Attend and register your booth during the Chamber “How to Expo” After Hours, Thursday February 18th, 4—6 p.m.**

**2nd Floor City Hall Training Room, 289 Danforth Street to receive a \$10.00 discounted booth fee. No RSVP's or cost to attend this event.**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please Charge to my:  Visa  MC (circle one) Expiration Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Electric Service Needed?  Y  N

Graduation & Wedding Gala Section?  Y  N

Sponsorship Amount (optional) \_\_\_\_\_

Booth Fee (Late registration after 3/20/10) \_\_\_\_\_

Roaming Fee (optional) \_\_\_\_\_

Total: \_\_\_\_\_

Mail Vendor Application, Check or Charge Information to:

**Coopersville Area Chamber of Commerce**

289 Danforth Street

Coopersville MI 49404

Deadline: March 20, 2010 (Late registration after March 13<sup>th</sup>)