

Coopersville Community Expo FAQ's

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

“Improve Your Life” 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.
- \$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	Future-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 13th)