

# FOREST HILLS COMMUNITY EXPO

The Ada and Forest Hills Business Associations proudly present the Forest Hills Expo. Our goals are to:

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

## RULES/POLICIES

- Exhibitors must provide their own display items and backdrops if desired.
- Electricity will be provided if marked on application. Because of limited power sources, vendors must seek permission for large electrical equipment.
- Exhibitors must provide their own heavy-duty electrical extension cords. Don't forget to bring gaffers tape!
- No latex balloons or live animals.

**Expo Hours:** 10:00am to 3:00pm. Vendors must stay open until 3:00pm  
**NO EARLY TEAR DOWN WILL BE ALLOWED.**

**Location:** Ada Christian School, 6206 Ada Drive S.E.

**Parking:** To allow as much convenience to visitors as possible, exhibitors MUST park in designated areas away from the building *after unloading*.

**Exhibits:** All exhibits shall be kept neat in appearance and shall be in good taste. The Expo Committee reserves the right to regulate all exhibits and displays which may be considered objectionable/inconsistent with the goals of this event. Exhibitors are required to clean their display area when vacating the expo.

**Set-Up:** Saturday, March 17, 2012 (Doors open 2 hours prior to event)

**Marketing/Selling:** All marketing will take place within the confines of your reserved area. Absolutely no marketing outside of your area.

**Door Prizes:** You may, if you so desire, have sign-ups for giveaways at your booth. The Expo will give away Forest Hills Bucks for grand prize drawings.

**Sponsorship Opportunity:** \$500.00 includes two FREE booths, Premier Location, Company Logo on all printed materials and [www.foresthillsexpo.com](http://www.foresthillsexpo.com).

*\*You'll need to be prepared for at least 2,000 or more people to attend the Expo. Handouts, brochures, novelty items, discount coupons, etc. are encouraged. Bags will be provided to all who attend to put these things in.*

# VENDOR APPLICATION

## Members

Includes one 8' table and two chairs  
\$150 each  
Amount paid \_\_\_\_\_

## Non-Members

Includes one 8' table and two chairs  
\$250 each  
Amount paid \_\_\_\_\_

## Sponsorship Opportunity - \$500

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

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

Address: \_\_\_\_\_

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

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

Yes, please charge to my account (circle one):

Visa MC

Expiration Date: \_\_\_\_\_ 3-Digit Security Code (back of card): \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Do you require electric service? (limited availability)	Y	N
Do you require internet?	Y	N
Do you require a table?	Y	N
Do you require a table cover?	Y	N
Will you be demonstrating or providing a workshop?	Y	N

**Acknowledgement:** I have read the Expo Rules in this brochure and hereby acknowledge understanding of and compliance to said rules.

\_\_\_\_\_  
Signature

Mail check or charge information with application to:

**Ada Business Association**

**PO Box 629 • Ada, MI 49301**

Questions - [info@adabusinessassociation.com](mailto:info@adabusinessassociation.com)

Keep this side. ◀ ▶  
Mail in this side. ▶ ◀