

“Building a Better Belding!”
Community Showcase
Business Exhibitor Information and Application
April 29, 2010, 5-8 p.m.

Belding Area Schools, the City of Belding and our sponsors proudly present our 14th Annual Community Showcase.

Our goals are to:

- Spotlight our students, BAS schools and organizations, the City of Belding, along with civic organizations and our local businesses to the residents of Belding Area School district.
- Increase the community’s awareness of BAS programs and services offered in our school district.
- Give exhibitors an opportunity to increase their exposure to the community.

We are offering:

- Free Admission
- Free Parking
- Free Food
- Entertainment - BAS Student Talent
- School Organizations on Display
- Community Organizations on Display
- Local Businesses on Display

RULES/POLICIES

- All exhibitors will provide their own display items and backdrops.
- Electricity is limited! Electricity may be provided if it is marked on the application and will be available on a first-come, first serve basis.
- You **MUST** provide your own heavy-duty electrical extension cords.

Registration: Space is assigned on a first-come, first-serve basis. You must provide a Certificate of Liability Insurance, naming Belding Area Schools and the City of Belding, when you return the registration form.

Marketing: No selling is allowed! All marketing will take place within the confines of the area you have reserved.

Parking: To allow as much convenience to our visitors as possible, exhibitors **MUST** park in designated areas behind the building.

Door Prizes: Door prizes are optional—if you would like to offer door prizes you may do so at your booth. Contacting winners is the sole responsibility of the exhibitor offering the prize and will **NOT** be announced. There will not be a centralized door prize location.

Exhibits: *One business per booth please!* All exhibits shall be kept neat in appearance and in good taste. The Showcase Committee reserves the right to regulate all exhibits and displays which may be considered objectionable/inconsistent with the goals of this event. Exhibitors are requested to clean their display area when vacating. Vertical displays over 3’ in height may only back your display unless you have prior approval.

Set up: **Setup will be from 3:00 to 4:45 on the day of the event.** There will be a check-in table at the lower North gym entrance. We will have students and carts to help you unload your materials, if needed. **Items brought in must not damage the gym floor.**

For more information, call Karen Thomas at 616-794-1900 ext 210 or email kthomas@ci.belding.mi.us.

***If you decide to NOT have a booth, you can still have information about your business in the 500 welcome bags that will be distributed as people enter the building. Please have your items delivered to Belding City Hall no later than Tuesday, April 14th.*

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Reservations for space for this year’s event are now being taken. A 6’ x 2’ table and two chairs will be provided, if needed. *We expect over 2000 people...so bring your handouts and freebies!*

Please fill out the form below, so that we may schedule your business’s display!

Registrations postmarked by March 31st will be charged \$50. After March 31st, the fee will increase to \$100, providing space is available.



For just \$50 more, your business will be listed as a sponsor in all advertising and in the programs.

Yes, I would like to be a sponsor.

Business: _____

Type of Business: _____

Contact Person: _____

Phone Number: _____

Address: _____

E-mail: _____ **(Include so we may confirm your reservation.)**

For planning purposes, only, please describe your booth & any activity you will be doing: _____

Do you prefer electrical? Yes No

Do you require a table? (one 8’ x 30”) Yes No

Do you require chairs? (2) Yes No

Would you like to sponsor? (add \$50) Yes No

DEADLINE FOR REGISTRATION: Applications must be received by 4 PM on Wednesday, March 31, 2010. Booth space and sponsor fees must be paid in advance to hold a space.

Your Certificate of Liability and check, payable to **“Belding Area Schools”** must be included with this application.

Mail to: Karen Thomas
 Attn: Showcase
 120 S. Pleasant Street
 Belding, MI 48809