

# FOREST HILLS COMMUNITY EXPO

The Ada and Forest Hills Business Associations proudly present the Forest Hills Community 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 gaffer's tape to secure power cords!
- **No latex balloons or live animals.**
- **No tents**
- **No refunds after 2/1/19**

**Expo Hours:** 9:30am to 2:30pm. Vendors must stay open until 2:30pm

**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 16, 2019 (Doors open at 8:30am)

**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.

**\*You'll need to be prepared for at least 1,500 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

## ABA & FHBA Members

Includes one 8' table, two chairs, and tablecloth  
\$150 each

**\$125 if paid by 2/1/19**

## Non-Members

Includes one 8' table, two chairs, and tablecloth  
\$250 each

Limited Premium Booths available  
See website for details

Register below or online at [www.foresthillexpo.com](http://www.foresthillexpo.com)

**To pay by credit card, please sign up online.**

Invoice needed? Check here

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

Association Membership - Check One  ABA  FHBA  None

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

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

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

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

Are you a first time vendor? Y N

▲ **Mail in this side.** ▲  
▼ **Keep this side.** ▼

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

**Vendor Applications must be received no later than 3/1/19**

Mail check with application to:

**Ada Business Association**  
**PO Box 629 • Ada, MI 49301**

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