

forest hills
**COMMUNITY
EXPO!**

PO Box 629
Ada, MI 49301
www.foresthillsexpo.com

Important
deadline
information
enclosed!

forest hills
**COMMUNITY
EXPO!**



Sign Up by
01/31/20
and receive a
\$35 discount!

2020 Community Expo

March 21, 2020 • 9:30am – 2:30pm
Ada Christian School • 6206 Ada Drive SE

Brought to you by:
Ada Business Association & Forest Hills Business Association

www.foresthillsexpo.com

Facebook.com/foresthillsexpo



FOREST HILLS COMMUNITY EXPO

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

- Spotlight 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 1/31/2020.**

Expo Hours 9:30am – 2:30pm

Vendors must stay open until 2:30pm.

NO EARLY TEAR DOWN WILL BE ALLOWED.

Location:

Ada Christian School, 6206 Ada Drive SE

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 21, 2020 (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 must 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 items in.

VENDOR APPLICATION

ABA & FHBA MEMBERS

\$200 each or \$165 if paid by 1/31/20

Entry fee includes:

- (1) 8' Table
- (2) Chairs
- (1) Tablecloth

NON-MEMBERS

\$300 each or \$265 if paid by 1/31/20

Entry fee includes:

- (1) 8' Table
- (2) Chairs
- (1) Tablecloth

Limited Premium Booths available.

See website for details: www.foresthillsexpo.com

REGISTRATION

Register using the form below or online at www.foresthillsexpo.com. To pay by credit card, please sign up online.

Check here if invoice is needed.

Company Name _____

Association Membership (check one) ABA FHBA None

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Are you a first time vendor? Yes No

Acknowledgment: 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 3/6/20.

Mail check with application to:

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

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

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