

Annandale Expo

2017 Policies & Recommendations

- Set-Up Times: Friday, April 7th 4pm – 8pm and Saturday, April 8th 6am – 7:30am.
- Please park far from entrance to allow ample parking for community members.
- Participants must be a member of the Annandale Area Chamber of Commerce.
- Registrants are limited to businesses within the Annandale school district. Outside the district only when there is not a like/competing business within the district.
- To participate, your business/organization must rent a full booth, i.e., **multiple businesses per booth will not be allowed.**
- Each booth must be set up prior to Expo hours and remain intact for the duration (tear down will not be permitted prior to the end of Expo hours)
- Each booth must remain staffed. When you take a much needed break, you need to keep personnel in your booth to handle spectators.
- In-booth demonstrations of products and services attract more people to your booth.
- You may want to consider a giveaway or a “show special” for your product or service as an added attraction or promotion.
- The commons floor is NOT carpeted or covered. Please be careful not to stain or damage it with your display or product. **The gym floor is covered, but please be careful.**
- A professional sign in your booth is a great way to make your booth look attractive to potential customers.
- If you require power, PLEASE SPECIFY on the registration form so we can accommodate the need and provide a booth with electricity. ONLY 110 volt power source with limited Amperage is available.
- All sales, samples or any other handouts must be done from within the booth. **Distributing raffle tickets, flyers, products, prizes, etc. in the aisles, entryway and walkway is prohibited.**
- If you are serving food of any kind, please specify on the registration form.
- Be respectful of other vendors and please use common sense.
- Failure to respect policies/expectations may prevent participation the following year.

** This list is not all inclusive; to address concerns not listed above, please contact Mike or Hannah Zieska at 320-274-8283 or 320-282-1509. **