

Annandale Community Expo

Policies & Recommendations

Set Up Times: Friday 4 pm – 7 pm and Saturday 6 am – 7:30 am

- Participants must be a member of the Annandale Area Chamber of Commerce
- Registrants are limited to businesses or organizations within the Annandale School District; if outside the district, only when there is not a like or 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, please keep personnel in your booth to address potential customers
- During Expo hours, please park far from the main entrance to allow ample parking for potential customers
- **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.**
- Please do not use chairs as ladders
- If you require power, **please specify** on the registration form so we can make accommodations; only 110v power with limited amperage is available
- If you are serving food of any kind, **please specify** on the registration form
- The commons floor is not carpeted or covered; **please be careful not to stain or damage it. 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
- 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, but is not required
- 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; for further concerns, please contact Mike or Hannah Zieska at 320-274-8283 or 320-282-1509. **

Updated 12/31/2018