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## STOW-MUNROE FALLS COMMUNITY SHOWCASE

### APRIL 12-13, 2008

#### BOOTH SPACE APPLICATION

Booth Assignments will be made based on the earliest receipt of booth application and payment – **Return Immediately to Guarantee Space!**

BUSINESS/ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

#### **SPECIAL REQUIREMENTS (All information is required for proper placement)**

**BOOTH SPACE** is 10' wide and 6' deep. One 6' x 3' skirted table is provided with two chairs.

- I will need \_\_\_\_\_ tables.
- I have a professional display ( Length\_\_\_\_ Width\_\_\_\_ Height\_\_\_\_) and do not require a table\_\_\_\_

#### **ELECTRICAL POWER REQUIREMENTS** (110 volts provided with two outlets/booth)

To avoid electrical disruptions, We **MUST** know your specific usage. The type of electrical usage will determine booth placement; we will be unable to accommodate additional usage other than is noted here.

- Indicate the type of power equipment used and for what purpose: \_\_\_\_\_
- Exhibitors are prohibited from using household extension cords. Only 14 gauge extension cords or power strips with surge protection will be permitted.

**HELIUM REQUIREMENTS** Exhibitors using compressed air cylinders (helium tanks) are required to have:

- A carry handle and protective collar on the cylinder.
- A stand so that the cylinder is secured sufficiently to prevent being knocked over.

**Unless properly secured, the tanks shall not be permitted in the facility. Exhibitors should secure these required items when making arrangements with the rental company.**

- I will use a helium/air tank that meets the above requirements: \_\_\_\_\_

**INTERNET ACCESS REQUIREMENTS** No modem Internet access is available although we will provide a Base Station or Network Access.

- I have my own Wireless Laptop but need Internet access \_\_\_\_\_
- I need Internet access and have an ethernet card \_\_\_\_\_

**FOOD SERVICE REQUIREMENTS** No cooking is allowed at the Showcase booth. If food is to be served, please advise the following:

- I will serve the following food: \_\_\_\_\_
- Method of preparation: \_\_\_\_\_

#### **RESERVATIONS & FEES**

<b>Classification</b>	<b>SMFCC Member</b>	<b>Non-Member</b>
• Business (Includes all exhibitors except those noted below)	\$200	\$400
• Church/Service Organization	\$ 60	\$100

Please reserve \_\_\_\_booth space(s) at \$\_\_\_\_each. My payment of \$\_\_\_\_is enclosed to guarantee my registration.

My location preference (as noted on the attached layout) is as follows:

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

NOTE: Booth assignments will be made in March based on receipt of application and payment of fees. No booth will be assigned unless fees have been paid. We will do our best to honor requests for placement but must make assignments based on a number of variables such as: pre-registration, earliest receipt of application and payment, overall size of display, power and internet needs, staggered placement of similar services, etc. In order to assist in the proper placement of your booth, it is ESSENTIAL that you provide as much information as possible, especially if you have unique requirements.

BOOTH SPACES SELL OUT QUICKLY  
RETURN THIS APPLICATION NOW TO RESERVE YOUR SPACE