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STOW-MUNROE FALLS COMMUNITY SHOWCASE APRIL 10-11, 2010 (Sat. 10am-5pm / Sun. 11am-4pm)

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 _____ CONTACT NAME & TITLE _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____ WEBSITE _____

BUSINESS PROFILE: (25 words or less) _____

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 for each exhibitor.

- 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. **Schools will NOT provide.**

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

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

My location preference (as noted on the attached layout) is as follows: #1 _____ #2 _____ #3 _____

Please reserve _____ booth space(s) at \$ _____ each. My payment of \$ _____ is enclosed to guarantee my registration.

PAYMENT METHOD: _____ Check _____ MC _____ Visa _____ Exp. Date _____ Security Code _____

Account # _____ Signature _____

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***