

Lost Without You

2010 Community Expo

Saturday, March 20, 2010

9:00 am - 1:00 pm at the Marshall Elementary School

(617 Madison Street—behind the Marshall High School)

Thank you for choosing to participate in the Marshall Area Business Association & Waterloo Chamber of Commerce Community Expo. We look forward to providing you with a fantastic venue to showcase your business's strengths. Admission is free to the public with a donation to the food pantry and there is ample free parking.

- **THEME:** Our theme this year is travel - **Lost without You!**
- **BOOTH SET-UP:** We will have an 8 foot table with skirting and table covering all ready for you. We ask that you respect your neighbor's space. You will need to supply your own chair for your use during the event. NO Food is allowed in the gymnasium. If you plan to have food samples at your booth, please indicate so on your entrance form. Please mark the box next to "*** Will you have food samples at your booth?" You may set up your table from 8 - 9 am on Saturday, March 20th. If you need more set-up time, please contact Kim Abraham at (608)655-1628 to make special arrangement.
- **SPECIAL EVENTS:** We are planning several special events to encourage area residents to attend. Watch for posters in the area, information in the Courier, MABA's website www.marshallbusiness.com, the Waterloo Chamber website - www.waterloowi.us/chamber and the Village of Marshall website - www.marshall-wi.com. Also, be sure to let your customers know you will be participating in the event.
- **DOOR PRIZE:** One great way to show off your business is to offer a door prize. Please bring your door prize with you on Saturday morning. We will be drawing and announcing winners throughout the day. We would love to have you collect the names at your booth for the door prizes. We will coordinate a time for you or a representative to draw and announce the winner.
- **PARKING:** To allow for ample parking of those attending the event, we ask that you unload your display items and park at the back of the building or back of the parking area.
- **ELECTRICITY:** Electricity is very limited and will be available only if you sign up with your reservation form. You must bring your own extension cord(s) (minimum of 100 ft).
- **SOUND SYSTEM:** There is a sound system available for announcements throughout the event.
- **CLEAN UP/TAKE DOWN:** This event is advertised to be open until 1:00 p.m. and out of respect for those still conducting business, we ask that you do NOT begin dismantling your booth until 1:00 p.m.