



ROSSFORD BUSINESS ASSOCIATION'S 2012 BUSINESS FAIR

SATURDAY, MARCH 24, 2012 FROM 9AM TO 2PM

Owens Community College – Student Health and Activities Center – Perrysburg, OH

Businesses registered before Friday, February 3, 2012 will receive the discounted Early Bird rate. All other registrations and payments must be received on or before Friday, March 2, 2012. All fees are to be paid in full at time of registration. Payment must accompany application. **Booth set-up is from 2 – 5pm on Friday, March 23, 2012 and the Vendor Reception is from 4:30–6pm that same evening. ALL BOOTHS MUST BE SET UP BY 6PM ON FRIDAY!**

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CONTACT PERSON: _____ BUSINESS PHONE: _____

CELL PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

Total number of chairs needed: _____

One 110 electrical outlet needed (please bring your own 50' extension cords for inside booth): Yes No

Items using electricity: _____

Booth prices include two chairs and one table (table covering not included) per booth space.

There is a limit to no more than four spaces and booths are 9' x 8'. **NEW SPONSORSHIP LEVELS ADDED!**

RBA Member Booth Space(s) – Early Bird: _____ @ \$ 85 = \$ _____

RBA Member Booth Space(s): _____ @ \$110 = \$ _____

RBA Non-Member Booth Space(s) – Early Bird: _____ @ \$135 = \$ _____

RBA Non-Member Booth Space(s): _____ @ \$160 = \$ _____

GOLD SPONSOR: Logo on all signage, ads and flyer, double booth @ \$1,000 = \$ _____

SILVER SPONSOR: Logo on literature, listed in news articles, single booth @ \$500 = \$ _____

BRONZE SPONSOR: Mention in program and news articles, single booth @ \$250 = \$ _____

Extra table(s): _____ @ \$ 15 = \$ _____

Add \$40 for annual dues (if new or renewing member, not applicable to sponsors): = \$ _____ 40

FINAL TOTAL INCLUDED WITH THIS APPLICATION = \$ _____

Additional Notes/Requests: _____

I have read the enclosed information and rules and agree to abide by them.

Signature: _____

Applications may be dropped off at Rossford Public Library or mailed to: Rossford Business Association, P.O. Box 85, Rossford, OH 43460.



www.rossfordba.com





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PLEASE PLAY BY THE RULES

Please read through the following list of Rossford Business Association (RBA) Business Fair rules to ensure a smooth-running event. Anyone working your booth should also be familiar with these rules. Please keep them for reference during the RBA Business Fair. Thank you!

- Assigned spaces are limited to the business/organization registered for that space only; no others are allowed. Please limit your display to your assigned space.
- Exhibitors are asked to keep booth areas clean and free of litter at all times.
- Each exhibitor is to provide their own crew for display set-up and take-down. All booths are to be set-up by 6pm Friday evening (NOTE: it is preferred if you can setup prior to the *Vendor Preview Reception* from 4:30 –6pm). All displays are to remain in place until 2pm on Saturday and to be staffed at all times during the open hours of the fair. If booth space is not set-up by 8am on Saturday, it will be forfeited. Please **DO NOT TAKE YOUR DISPLAYS DOWN EARLY!** All tables must be cleared and ready for tear down by 3pm Saturday. Please leave your area as clean as possible.
- Exhibitor advertising is limited to registered booth space only! No others permitted! All art exhibitors will be juried for entry.
- Please be considerate of your neighbors and do not block their view. Keep sides to a minimum height. No exposed unfinished sides.
- Tape and fastening devices must be approved by the RBA Business Fair Promotions Committee before using them (i.e., duct tape) as to not damage school property. Please take care and protect the floors from scratches.
- All booths must be paid in full at sign-up. No exceptions. No refunds on booths.
- Items to be given away that could be dangerous must be handed out to adults only.
- **NO SOLICITATION** (including gifts, literature, etc.) by any business/organizations will be allowed outside of booth areas during the RBA Business Fair. An exception will be made for mascots invited by the RBA. If anyone approaches your booth with handouts, please remind them that there is **NO** solicitation. If they have any questions, they should see a Business Fair Committee member. Also, please refrain from putting literature on cars in parking lot.
- If your company has guidelines on the number of your vendors permitted per show and an issue arises, the RBA must go on a first-come, first-served basis.

All members are asked to help police the RBA Business Fair. If you have any questions, please contact Brenda Schwind at 419-720-4701.