

## TRADE FAIR EXHIBITOR INFORMATION

1. Trade Fair Registration (application and money for the same booth or booths as last year) **must be received on or before Wednesday, January 17, 2018, EVEN IF YOU PLAN TO SWITCH OR ADD BOOTHS!**
2. BBA members, who would like to change their current booth spot or need more spaces; **application and money must be received on or before Wednesday, January 17, 2018. Please call BBA office to discuss changes.**
3. Members who were not in Trade Fair last year should remit their registration application and money, to the BBA office **by Wednesday, January 24, 2018**. Someone from the Trade Fair Committee will contact you with booth location assignment. After Jan. 24<sup>th</sup> deadline open registration will continue until filled.
4. Bedford Township businesses that are Non-members who wish to participate in the Trade Fair and secure booth space; must complete a registration application, and send in payment at the Non-Member pricing to the BBA office. You will be contacted by someone from the Trade Fair Committee with booth assignment.
5. Remember: To guarantee last year's spot(s), we **MUST** receive your application and payment in full on or before Wednesday, January 17, 2018 all unpaid booths will become available to other Trade Fair exhibitors.
6. A complete layout map of booth areas will be available to view at the office. Available booth space will be on a first come first serve basis.
7. Businesses exhibiting must be located in Bedford Township. A committee has been established to determine any question of eligibility - more information may be required. Printed material must show Bedford address!
8. **ASSIGNED SPACES ARE LIMITED TO THE BUSINESS REGISTERED FOR THAT SPACE ONLY.**
9. The deadline for application of booth space for those wishing to be included in the program is Friday, February 9, 2018, but applications will be accepted until March 2, 2018.
10. Food Booths - Food booths are located in the cafeteria. All booths serving food are limited to one (1) space. A Monroe County Health Department permit may be required and it is the exhibitor's responsibility to check into this matter. Call Jan Howard at 734-854-MEAT (6328) if you have questions.
11. Criteria for Trade Fair booth judging - In the judging process, single commercial booths compete against other single spaces; two or more spaces compete against each other; non-profit against non-profit; and food booths against food booths. Since there are so many single-space booths, some ties will occur. Points are awarded in the following categories, on a one to five basis.
  - *Clarity of Name* - Do you know immediately what their business is?
  - *Eye Appeal* - Color, neatness, best use of space
  - *Friendliness of People in Booth* - Do they smile and greet people?
  - *Originality*
  - *Use of Theme* - "***BBA's Most Talented Businesses!***"

You can decorate your booth anyway you choose. Booths will be judged on Saturday morning.

Good luck to everyone and we'll see you at the fair!

**SET-UP: FRIDAY, MARCH 9, 2018 - 4 PM to 8 PM**

**SATURDAY, MARCH 10, 2018 - 10 AM to 5 PM**

**SUNDAY, MARCH 11, 2018 - 11 AM to 4 PM**

**IF YOU HAVE QUESTIONS, PLEASE CALL THE BBA OFFICE AT (734) 850-2200.**