

## BBA TRADE FAIR - "FREQUENTLY ASKED QUESTIONS"

**Q. Does BBA need help getting the high school ready for the Trade Fair set-up on Friday night?**

**A. YES! Please come Friday, March 9, at noon. We need help with tables, chairs, taping, putting signs up, etc. Lunch will be provided for workers only. Please call or email the BBA office with your name, place of business and number of volunteers so that we have an accurate count for ordering food.**

**Q. Can I help with clean-up?**

**A. YES! Absolutely! Just stay after you get your booth torn down and pitch in where ever you can, or ask Jan Howard OR Brad LaVoy what needs to be done.**

**Q. How high are the back-drops?**

**A. Back-drops are 8 foot high.**

**Q. What color is my back-drop going to be?**

**A. Tentatively, these are the colors that you can expect. The GYM #2 will have BLUE for the booths on the outside perimeter and GOLD for the booths that are back-to-back in the center. The GYM #1 will have WHITE for the booths on the outside perimeter and RED for the booths that are back-to-back in the center. The HALLWAYS, booth numbers 101 through 115 will have BLUE back-drops, and booth numbers 116 through 132 will have GOLD back-drops. BBA reserves the rights to change back-drop colors without notice.**

**Q. Does BBA provide the table cover for the table(s) in my booth?**

**A. NO. We provide the back-drop, table and chairs. You provide the decorations, table cover, skirting, extension cords, etc. Here's a helpful hint. Metal shower hooks work great for hanging your sign in your booth.**

**Q. When is Trade Fair set-up?**

**A. Friday, March 9, from 4:00-8:00 p.m. (No early birds please - EXCEPT FOR HELPERS)**

**Q. Can I set up early on Friday?**

**A. NO! (Please refer to the part above about no early birds!) If you are using a car in your display or have a VERY LARGE display, contact the BBA office at (734) 850-2200 to make special arrangements.**

**Q. What size is my table?**

**A. You have the option of a 6 or 8 foot table. Please indicate which size you would like on your application form.**

**Q. Can I take my booth down before 4:00 p.m. on Sunday?**

**A. NO! ABSOLUTELY NOT! Your booth should remain intact for the entire duration of the Trade Fair. Early breakdown will cause additions fees for your next Trade Fair.**

**Q. Does BBA provide electrical cords?**

**A. NO. If you are using electricity, you are expected to provide your own 50-foot extension cords.**

**Q. If I signed up for Banner Advertising do I have to hang my own banner?**

**A. NO. The BBA will hang all banners and will determine final placement for all banners. EVERY effort will be made to ensure potentially competing banners will not be hung over businesses in common.**

**- PLEASE REMEMBER TO MAN YOUR BOOTHS AT ALL TIMES! -  
PLEASE DIRECT ANY ADDITIONAL QUESTIONS TO THE BBA OFFICE, (734) 850-2200.  
THANK YOU FOR YOUR COOPERATION!**