



TRADE FAIR EXHIBITOR INFORMATION

Vendors Are
Encouraged to
Offer Trade Fair
Specials!

1. Trade Fair Registration (application and money for the same booth or booths as last year) **must be received on or before Wednesday, January 16, 2019, *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 16, 2019.** 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 23, 2019.** Someone from the Trade Fair Committee will contact you with booth location assignment. After Jan. 23rd 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 16, 2019** 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 listing is Friday, **February 8, 2019,** but applications will be accepted until **March 1, 2019.**
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 Mike Thorn at 419-206-0040](tel:419-206-0040) 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*

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 8, 2019 - 4 PM to 8 PM

SATURDAY, MARCH 9, 2019 - 10 AM to 5 PM

SUNDAY, MARCH 10, 2019 - 12 PM to 5 PM (New Time)

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