



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 8, at 11:00 a.m. 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 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, the colors will be black and white. BBA reserves the right 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 8, from 2:30-6:00 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. *All tables are 8 foot.*
- Q. Can I take my booth down before 5:00 p.m. on the day of Trade Fair?
- A. ***NO! ABSOLUTELY NOT!** Your booth should remain intact for the entire duration of the 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.*

– PLEASE REMEMBER TO MAN YOUR BOOTHS AT ALL TIMES! –
QUESTIONS? CALL KAREN DAGGETT, 419-290-6846
THANK YOU FOR YOUR COOPERATION!