

LOWELL BUSINESS & COMMUNITY SHOWCASE

Lowell Chamber of Commerce
428 E. Commercial Avenue
Lowell, IN 46356
219-696-0231
www.lowellinchamber.com

- **Who:** Lowell Businesses, Civic Organizations, Community Members
 - **Where:** Lowell High School Field House
 - **Date:** Saturday, March 21, 2015
 - **Time:** 11:00am – 3:00pm (Exhibitors are to remain open until 3pm – no exceptions)
 - **Set Up:** Saturday, March 21 beginning at 9:00 am
 - **Deadline:** Friday, March 6th (once your application is submitted and accepted, **NO** refunds will be given)
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Important information to keep in mind:

- ◆ Booth Space: 10' x 10' (see application pricing) Electricity: **ADD \$5**
- ◆ Exhibitors may sell some of their products, but the MAIN FOCUS is promoting their business.
- ◆ Absolutely **NO** food may be sampled, given away or sold without **pre-approval**. A temporary food permit from the Lake County Health Department **must** be obtained prior to event.
- ◆ Identical business (e.g., 2 Avon dealers) will be accepted only if space allows a separation of at least 25'.
- ◆ Exhibitors are responsible for providing their own tables, chairs, tablecloths, etc.
- ◆ Exhibitors using electricity must provide heavy duty, grounded extension cords.
- ◆ Exhibitors are responsible for keeping their area clean during and at the end of the day.
- ◆ No two (2) sided signs are permitted behind or along either side of the booth.
- ◆ If booth generates trash, a trash receptacle must be provided.
- ◆ All tables must be covered by a table cover extending down to the floor.
- ◆ All exhibitors are encouraged to have some type of give-away or drawing at their booth to promote their business.
- ◆ Heavy displays must be **pre-approved** due to the flooring surface.
- ◆ The Showcase ends at 3:00 pm. Exhibitors are to remain open until 3pm – no exceptions.

NOTE: We reserve the right to inspect your booth to insure that it complies with the standards of Showcase 2015.