

# ROCKFORD/GREENFIELD COMMUNITY EXPO



## Rockford Community Education/Center

7600 Rebecca Park Trail (Co Rd 50) ♦ PO Box 11 ♦ Rockford, MN 55373  
763-477-5294 ♦ 763-477-4286 (Fax)

Below please find information for exhibiting at the 2010 Rockford/Greenfield Community Expo. The Expo will be held on **Saturday, March 20, 2010 from 9am-1pm** at the Rockford Community Center.

Statistics have shown that over 1,000 people visit the Community Expo. It is a great opportunity to exhibit your business or organization and connect with potential customers. There are also stage demonstrations, children's area, door prizes and cash prizes, which typically draw people into the Expo.

The Rockford Community Center has electricity and WiFi Internet service available for free to vendors. In order to utilize electricity, you need to check the box on the registration form below and bring along a 75' extension cord on the day of the Expo.

Vendors are required to provide one door prize valued at \$20 or more. For the vendors, we will be having a drawing for a free booth for the 2011 Rockford/Greenfield Community Expo. Vendors must stay set-up and their booth staffed the entire time of the Expo (9am-1pm).

As in the past, we allow a limited number of exhibitors in certain business categories (home businesses, real estate, loans). Vendors who exhibited last year will be given first right of refusal this year provided they register by February 15<sup>th</sup>. After February 15<sup>th</sup>, we will allow new vendors provided our quota has not been met. **Also please note we have received a number of new requests for booths, so to ensure we do not run out of booth space, register and pay before February 15. Please note in 2009, we had to refuse booths to a few vendors due to space restrictions, so register early before all the booths are gone!**

We hope you consider joining us for the 8<sup>th</sup> Annual Rockford/Greenfield Community Expo. Vendor booths are \$60 and the registration must be at the RCC by March 10. A late fee of \$10 will be charged after March 10, provided we have room. Table rental is \$10 each. To reserve your booth, please complete the below form.

The Rockford Community Center is excited to again host the Community Expo. We would appreciate you passing on this information to other businesses that may be interested in being a vendor for the Expo. Thank you for your participation and please do not hesitate to call with any questions.

Barb Northway  
Barb Northway Ext. 5

### 2010 ROCKFORD/GREENFIELD COMMUNITY EXPO VENDOR REGISTRATION FORM

(please print clearly)

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work or Cell: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

<i>Description</i>	<i>Qty</i>	<i>Booth Fee</i> <i>\$10 late fee applies after 3/10/10</i>	<i>Total</i>
Expo Booth (10' x 10' w/burgundy & silver drapes)		\$60 or \$70 (after 3/10/10)	
Table - booth purchase req'd (8' long x 30" wide x 29" high)		\$10	
<b>GRAND TOTAL</b>			

Please check if you need **electricity** (Note: you must supply a 75' extension cord)

**Payment Method:**

- Check (payable to RCC)  
 Pay Schools (electronic/credit cards - [www.rockford.k12.mn.us](http://www.rockford.k12.mn.us))  
 Date paid \_\_\_\_\_