



Life Enrichment Center
Marshall County Council on Aging
1305 W. Harrison Street Plymouth, Indiana 46563
574-936-9904 toll-free: (866) 936-9904

2022 Marshall County Senior Expo
INFORMATION SHEET

WHEN: Thursday, October 20, 2022 8:00 AM – 3:00 PM

NO TEARING DOWN OF BOOTHS BEFORE 3:00 PM IS ALLOWED

WHERE: **NEW LOCATION** * Riverside Intermediate School, 905 Baker St, Plymouth, IN 46563

ADVERTISING:

Marshall County Council on Aging will promote and advertise this event in a four-county area, including newspapers, radio, posters/bookmarks, social media, and billboards as available. There will be an opportunity to buy additional ads in the insert of The Pilot News the week prior to the Expo. We **strongly encourage** all vendors to mention the Expo in their regular advertising as well.

FEES: (choose 1)

Corporate sponsorships \$1000

Corporate sponsors will receive:

- Recognition on all printed materials advertising the event
- After event articles thanking sponsors, donors, and participants
- Announcements throughout the day, and
- 1 regular size booth

General Vendor (Early Bird) \$375

Reservation and payment received prior to AUGUST 5, 2022

Includes use of a pre-set 10' by 8' space with one 8-foot, skirted table, 2 chairs, and lunch

General Vendor after AUGUST 5, 2022 \$425

Booth space and special requests will be reserved on a first come, first serve basis and cannot be guaranteed after AUGUST 5, 2022

Electricity is available in a limited number of booths, on a first come, first serve basis; **please** indicate if you need electricity on the application.

PAYMENT:

Your booth space will not be reserved until payment is received. Applications will be processed in the order they are received.

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SCREENINGS:

All health-related businesses are **strongly encouraged** to provide some type of health screening to participants. These screenings are very popular and encourage more people to visit your booth. Previous health screenings have included blood pressure, cholesterol, hearing, glaucoma, glucose, and mammograms. Please indicate what screening you would like to offer on the application, and if there will be a fee involved.

DOOR PRIZES:

Each vendor is required to provide a door prize for the general fund, with a value of \$25 - \$50 *that is not contingent upon a purchase from the vendor*. Winners will be announced throughout the day. Vendors may have additional door prize drawings at their booths.

CORRESPONDENCE:

Please provide us with an email address, as all updates and general information for vendors will be sent via email. Direct contact with Marshall County Council on Aging via email and/or phone is a requirement for booth reservation along with alternate/after work hours contact information.

CANCELLATION POLICY:

In the event a company needs to withdraw from the Expo, paid booth fees can be refunded or applied to future Expo dates if cancellation is made in writing no later than two weeks before the event October 6th). Cancellations less than two weeks (after October 6th) to the Expo date **will not** be refunded or credited.

NOTE: In order to ensure a positive experience and first-class event for all, we must have vendor confirmation within the two weeks prior to the Expo. If we are unable to reach you or cannot confirm your attendance within this time period, your booth reservation will be cancelled.



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2022 Marshall County Senior Expo

Thursday, OCTOBER 20, 2022

_____ I would like to be a corporate sponsor for \$1,000 (booth included)

_____ Please reserve my booth space at the Early Bird rate of \$375 (Prior to August 5, 2022)

_____ Please reserve my booth space at the General Vendor rate of \$425 (After August 5, 2022)

_____ I would like access to electricity if available (granted on first come, first serve basis)

Contact:

Company:

Address:

Phone:

Secondary Emergency Phone:

After Hours Contact Number (required):

Email:

(Updates and general information will be sent to vendors via email unless other arrangements have been made)

Any additional special requests for booth?

We will provide the following health screening(s):

The screening is: FREE OR The screening costs: \$ _____

Amount enclosed: _____ Check # _____

Please make checks payable to Marshall County Council on Aging,

1305 W. Harrison St., Plymouth, IN 46563

Booth space will not be reserved until payment is received.



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15th ANNUAL MARSHALL COUNTY SENIOR EXPO

This year's Expo will be held Thursday, October 20, 2022 at Riverside Intermediate School, 905 Baker St, Plymouth, IN from 8:00AM – 3:00PM. This is a new location which is just down the street to the East of the High School. Watch for signs. Enclosed is an application for this year's event. Reservations will be accepted on a first come, first serve basis, so sign up now!

- **The Senior Expo offers a great return on your advertising dollars spent, by**
 1. Providing you with the opportunity to personally speak with those most interested in your product or service – over 1,200 attended in previous years!
 2. Recognition in all the general Expo advertising leading up to the event and the event brochure. (The brochure will also serve as a 'passport', which must be stamped by vendors in order to qualify for door prizes, guaranteeing visits to your booth!)
 3. Investing in a community-wide public service project.

- **Please return the application page with payment to:**

MARSHALL COUNTY COUNCIL ON AGING
1305 W. HARRISON ST.
PLYMOUTH, IN 46563

Space is limited, so reserve your space as soon as possible.

Please feel free to call us if you have any questions at (574)936-9904 or email Tina at tmorales.mcoas@hotmail.com , and again, thank you for your support!

NOTE: In the event that there are any public safety protocols in place at the time of the Expo they will be strictly enforced.

Marshall County Council on Aging