



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

17TH ANNUAL MARSHALL COUNTY SENIOR EXPO

This year's Expo will be held Thursday, October 17, 2024 at Plymouth High School, #1 Big Red Drive, Plymouth, IN from 8:00AM – 3:00PM. 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 Lillian at lmgriff.mcoas@hotmail.com , and again, thank you for your support!

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2024 Marshall County Senior Expo
INFORMATION SHEET

WHEN: Thursday, October 17, 2024 8:00 AM – 3:00 PM

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

WHERE: Plymouth High School, #1 Big Red Drive, 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 2, 2024

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

General Vendor after AUGUST 2, 2024 \$425

Booth space and special requests will be reserved on a first come, first serve basis and cannot be guaranteed after AUGUST 2, 2024

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 form.

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 3rd. Cancellations less than two weeks (after October 3rd) 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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2024 Marshall County Senior Expo

Thursday, OCTOBER 17, 2024

_____ 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 2, 2024)

_____ Please reserve my booth space at the General Vendor rate of \$425 (After August 2, 2024)

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

SET UP TIME : please circle one

WEDNESDAY 3:00PM – 6:00PM

THURSDAY 6:30AM – 7:30AM

Contact:

Company:

Address:

Phone:

Secondary Contact Name AND 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.