



Saturday, March 30, 2019
8am–2pm • Triton High School

March 25, 2019

BOOTH SET UP INFORMATION – Please read this letter carefully

The Dodge County Area Chambers of Commerce welcome you to the 21st Annual Dodge County Home and Business Expo.

Every year we have a problem with exhibitors leaving their vehicles parked in areas where Expo visitors need to park. As a result, there are people who come to see the Expo but are unable to find a parking spot and end up leaving in frustration. **Please instruct staff working the booth to park in the areas designated for exhibitors on the accompanying map, so that as many visitors as possible are able to attend the Expo.**

On the day of the Expo, after unloading what you need to bring inside, please park either in the West parking area as far from the building as possible or in the exhibitor parking areas on the east and south sides of the school. This will allow the public more parking spaces in the north and west lots. **The parking area on the north side directly in front of the school will be roped off and closed to parking, even temporary parking to unload equipment and material for exhibits.**

The final floor plan map for the show is attached to this mailing. We will be using the Multi-Purpose Room (M on the map) and the West Gym (W on the map), as well as the East Gym (E on the map). All exhibitors using electricity are located along a wall with easy access to outlets.

During the Expo, the Activities entrance on the north side of the school will be the only entrance, as other doors will be locked. There will be a social area where visitors may sit to eat and visit. There will also be a hospitality area where exhibitors may take a break.

Booth assignment is by letter and number. As an example, Heritage Bank Minnesota is W-1, which means the West Gym booth 1. Booths will also have paper identification tents. The lay-out incorporates electricity and Internet access, if you indicated on the registration form that you would need that for your exhibit. The Internet connections will be wireless, so plan your display to accommodate a wireless connection. Any questions or concerns about your booth location should be discussed with Kristine Faber (251-0695), Melanie Dobson (227-1143) or Bill Kase (951-2681).

Plan your booth for the 8' by 10' booth space allocated. There will be an 8 foot skirted table and two chairs as part of each booth. The color of the booth draping is maroon

and silver. If you have a banner, remember to bring hooks or something to hang it with.

See the accompanying map for the locations of Exhibitor entrances and parking. Your booth space will be available for set-up on Friday, March 29 from 6 p.m. to 9 p.m. and Saturday, March 30 from 6 a.m. to 7:30 a.m. To accommodate the full schedule of activities on Saturday, it is desired that booths are set-up on Friday evening. **If you need to set-up the morning of the show, you will have to come in through either the Activities entrance or the #29 entrance south of the two gym entrances on the west side of the school. No set up will be allowed through the Activities entrance after 7:30 Saturday morning.**

There is a Continental style breakfast with a roll, fruit, milk and coffee for \$1 which begins at 8 a.m. and will be served from Triton Concessions until food runs out. There will also be a hospitality area with refreshments set out for exhibitors. The hospitality area is not for the public. The **Hayfield Post Prom** group will distribute boxed lunches to exhibitors for those who would like to purchase a meal and stay at their booth.

Please be advised that any liability insurance is your responsibility. Neither the Expo nor the school carries business liability insurance.

The show hours will be from 8 a.m. to 2 p.m. **All exhibitors are expected to man their booths until 2 p.m., if for no better reason than out of respect for other exhibitors and visitors. Breaking down early is disruptive to other exhibitors and visitors. Even exhibitors who run out of samples or merchandise can benefit from taking advantage of the opportunity to just visit with those who attend the Expo.**

Additional information will be on the table in your booth Friday evening when you arrive to set up after 6 p.m.

We are glad that you are a part of the 2019 Expo as we look forward to a successful year shopping locally.

The Dodge County Home and Business Expo Committee

Kristy Faber	Gerry Fahning	Larry Dobson
Melanie Dobson	Bill Kase	Bob Soland
Tom Monahan	Dan Rabe	Romell Matejcek
Lynnette Nash	Kelly Vincelette	

The Dodge County Expo was established in 1998 and is hosted by the Dodge Center Chamber of Commerce.