

Covenant EXPO 2016

Setup Exhibit Schedule

- Exhibitors are to arrive at Covenant UCC at 8:30 am to set up booth.
- CE 2016 WILL START PROMPTLY AT 10:00 AM! ..
- **PRIZE RAFFLES MUST BE SUBMITTED ON THE MORNING OF THE EXPO WHEN YOU CHECK-IN. DJ will announce your business and raffle to the entire EXPO.**
- **FOOD VENDORS MUST CHECK-IN BY 8 AM!**
- **PLEASE BE ON TIME FOR SET UP.**

EXPO/Show Hours: 10:00 am – 4:00 pm

Dismantling the booth

- +All exhibits are to be torn down and removed immediately after the EXPO!
- +Vendors cannot break down before 4pm.
- +Everyone's booth is to be broken down by 4:30pm!

Character of Exhibit

Exhibit booth space is given once your registration form and your vendor fee has been received by Business Planning, and is based on space.
FIRST COME, FIRST SERVED!

The event will be held outside, "rain or shine". All tables and booths will be housed underneath professionally installed tents.

Each PAID booth will receive the following: 1- 6' table, 2 chairs, Vendor Badge and Continental breakfast. Be prepared to "decorate" your space as you'd like; i.e. tablecloths, signage, racks, etc.

Check-in/Registration (on the day of arrival)

A registration and information check point will be located on the premises once you arrive. Upon arrival, **Check in to receive your vendor badges and space/location.**

Parking

Designated convenient vendor parking is available in the parking lot at Covenant UCC.

-Questions-

Call Dawne Green: 708-418-3492 or 773-425-0888 **OR** Covenant UCC: 708-333-5955



Covenant EXPO 2016

June 11, 2016

**Covenant United Church of Christ
Career & Business Planning Ministry**

Rev. Dr. Ozzie Smith Jr., Pastor

1130 East 154th Street

South Holland, IL 60473

EXPO Mission

**To expose entrepreneurs, businesses,
companies to the consumer market.**

Exhibitor Registration Form

Covenant EXPO (CE) 2016

Please register my business/company/ exhibit name for the CE2016

Deadline is June 3, 2016 Please Print

Exhibit name: _____

Your name: _____

Contact name (if different) _____

Your Title: _____

Address: _____

City, State, Zip Code _____

Day Phone: _____

Evening phone: _____

Fax: _____

Email: _____

Type of business: _____

(Give brief description, i.e. goods/services sold)

Special Requests (i.e. electricity needs)

VENDOR RAFFLE PRIZES:

If you would like to raffle gifts/prizes at the EXPO, please state below and we will announce your raffle at the EXPO. State raffle prize below. **PRIZE RAFFLES MUST BE SUBMITTED ON THE MORNING OF THE EXPO WHEN YOU CHECK-IN.** Announcer will announce your business and raffle to the entire EXPO.

Make Checks, Cashiers, and Money orders payable to: Covenant UCC

Please return registration form AND \$65 vendor fee to:

Dawne Green
C/O Covenant UCC
1130 E. 154th Street
South Holland, IL 60473
Fax: 708-889-1513

Dear Exhibitor:

We are pleased to announce the annual Covenant EXPO, which is scheduled for **Saturday, June 11, 2016**, at **Covenant UCC.**

Covenant UCC is located at:

**1130 E. 154th Street
South Holland, IL 60473
(ph) 708-333-5955**

Our annual EXPO resumes with a variety of exhibitors proudly displaying their businesses, companies, hobbies and talents. We will have quite a few exhibitors from our 2015 CE who have already registered for this year.

Due to the limited space, we are asking that you take a moment to complete the enclosed registration form. This form must be filled out and returned with a \$65 vendor fee in order to ensure a booth at CE2016.

The BOOTH requires only a \$65 vendor fee, which explains why exhibitors sign up quickly. Booths are given on a "First Come, First Serve" basis.

Deadline to register is June 3rd, 2016.

Please pay with a check, cashiers check, or money order, payable to: Covenant UCC. DO NOT SEND CASH!

This is an opportunity for you (the exhibitor), to showcase your business to the public.

We expect a large turn out from the church and the community, so please be prepared!

Please mail your completed registration form AND check or money order to:
Please make checks payable to: Covenant UCC

Please mail to:

**Dawne Green/Career & Business Planning
C/o Covenant UCC
1130 E. 154th Street
South Holland, IL 60473**

NOTE: ONCE PAID, NO VENDOR REFUNDS AFTER MAY 13th, 2016

Fax: 708-889-1513

For questions:

Call Dawne at: 708-418-3492 or 773-425-0888 or Covenant UCC: 708-333-5955