

4 weeks until the Business & Community Showcase!

Please confirm all information:

Company Name – Address – Phone – Zip

Booth Number:

Onsite contact:

Contact cell #:

Deadline to order extras:

Extras ordered (electricity, table/ chair):

Sign:

Reads:

Please Visit <http://lzacc.com/business-community-showcase-vendors-sponsors> for updates and tools (emails will be displayed in the blog section on the bottom)

Have you ordered your promotional products (*usually need 4-6 weeks*)? Please see our members who can assist you: <http://lzacc.com/wp-content/uploads/Vendor-Member-list-for-assistance.pdf>

Your Booth(s) include:

(1) 10'x10' booth Space, (10' deep, 10' wide)

8'H Rod & Drape Back Wall - colors this year will be white and GOLD

3'H Rod & Drape Side Wall

(1) 6' x 24" table with top cover and skirting

(2) Chairs

Electricity (must be ordered by 3/7/14), exhibitor to bring extension cord

Wireless Internet Access

Updates:

- 1) Chris Geimer, from Chris Geimer Design has created the Showcase Exhibitor logo – please use on your website, social media, signatures, etc. I have uploaded to the website, but if you have any trouble, I can email

you a JPG version, email me at lwilhoit@lzacc.com



- 2) Set up is on FRIDAY, 4/4 from APPROXIMATELY 7:30pm – 10pm. You can call 847-334-6755 after 7pm for updates or send me an email with your cell number and I will send you a text when it is ready lwilhoit@lzacc.com
- 3) **The show begins at 9am on Saturday and runs through 3pm.**
- 4) PLEASE SEND ME anything special activities you are doing at your booth so I can publish lwilhoit@lzacc.com
- 5) Advertising/ saturation:
 - a. **The Postcard** will be mailed the week prior to over 17,000 residences (includes links to the lzacc web page)
 - b. **Advertisements in the Daily Herald/ Lake Zurich Courier/ Lake Zurich Patch** will be coming up
 - c. **YOUR POSTER** will be mailed 2 weeks prior to the event – PLEASE DISPLAY!
- 6) **SHOWCASE BINGO** – we will be back again this year!
- 7) Reminders:
 - a. **Balloons can be used – there will be an additional fee** added if the balloons escape to the ceiling/rafters (\$100 payable to CUSD 95),
 - b. Exhibitors CANNOT walk around and pass out items/ solicit donations/ etc. If you see/ are approached by a non-exhibitor, PLEASE NOTIFY DALE/ LAURIE IMMEDIATELY so we can take care of that.

- 8) Please remember to **pick up your check-in material at registration** on Friday evening or Saturday morning. There will be food tickets, parking and evaluation information included.
- 9) Next week: Booth Recognition Awards....

As always – please contact Laurie with any questions or if we may assist you in any way.

Laurie Wilhoit

847-438-5572

lwilhoit@lzacc.com