

JOHNSBURG AREA BUSINESS ASSOCIATION ANNUAL BUSINESS AND CRAFT EXPO

Saturday February 29, 2020 10:00am to 2:00pm, Johnsburg High School, 2002 W. Ringwood Rd.

Take advantage of this excellent annual opportunity to show case your business, organization or craft. The Johnsburg Area Business Association (JABA) uses funds raised from the expo to help support community activities and projects. If you would like to participate in this year's expo, **return this form with your payment by February 21, 2020.**

Business Name:	
Complete Address:	
Contact Name:	Phone Number:
Email:	Type of Business:

JOIN JABA TODAY!

AND TAKE ADVANTAGE OF THE MEMBER PRICING!

Item*	Member Price*	Nonmember Price	Amount
Display Booth – Any two side by side booths (space for (2) 8' tables)	\$250.00	\$340.00	
Standard Booth (space for (1) 8' table)	\$125.00	\$170.00	
Non-profit organizations (space for (1) 8' table)	\$65.00	\$85.00	
Non-profit Political organizations (space for (1) 8' table)	\$85.00	\$105.00	
Home-Based Business / Independent Consultant (Non-Crafter – Space for (1) 8' table)	\$50.00	\$90.00	
Crafters (Products being offered need to be created by the exhibitor) (space for (1) 8' table)	\$50.00	\$50.00	
Electric in Booths	\$20.00	\$30.00	
Literature to be stuffed into event bags passed out by JABA One item / Provide 400 copies/items / by February 26, 2020	\$25.00	\$35.00	
2020 JABA membership dues	\$40.00	\$40.00	
Total amount due:			

If Electrical has been requested, what do you plan to connect? _____

Do you have any special requests regarding booth location? _____

Booth assignments will be designated and communicated the week before the EXPO. Like businesses will be together. Booth charges are non-refundable and include an 8' long table. Booth space is available on first-come, first-serve basis. If the booth you have requested is not available, you will be assigned another booth. Please see the attached map for sample booth layout.

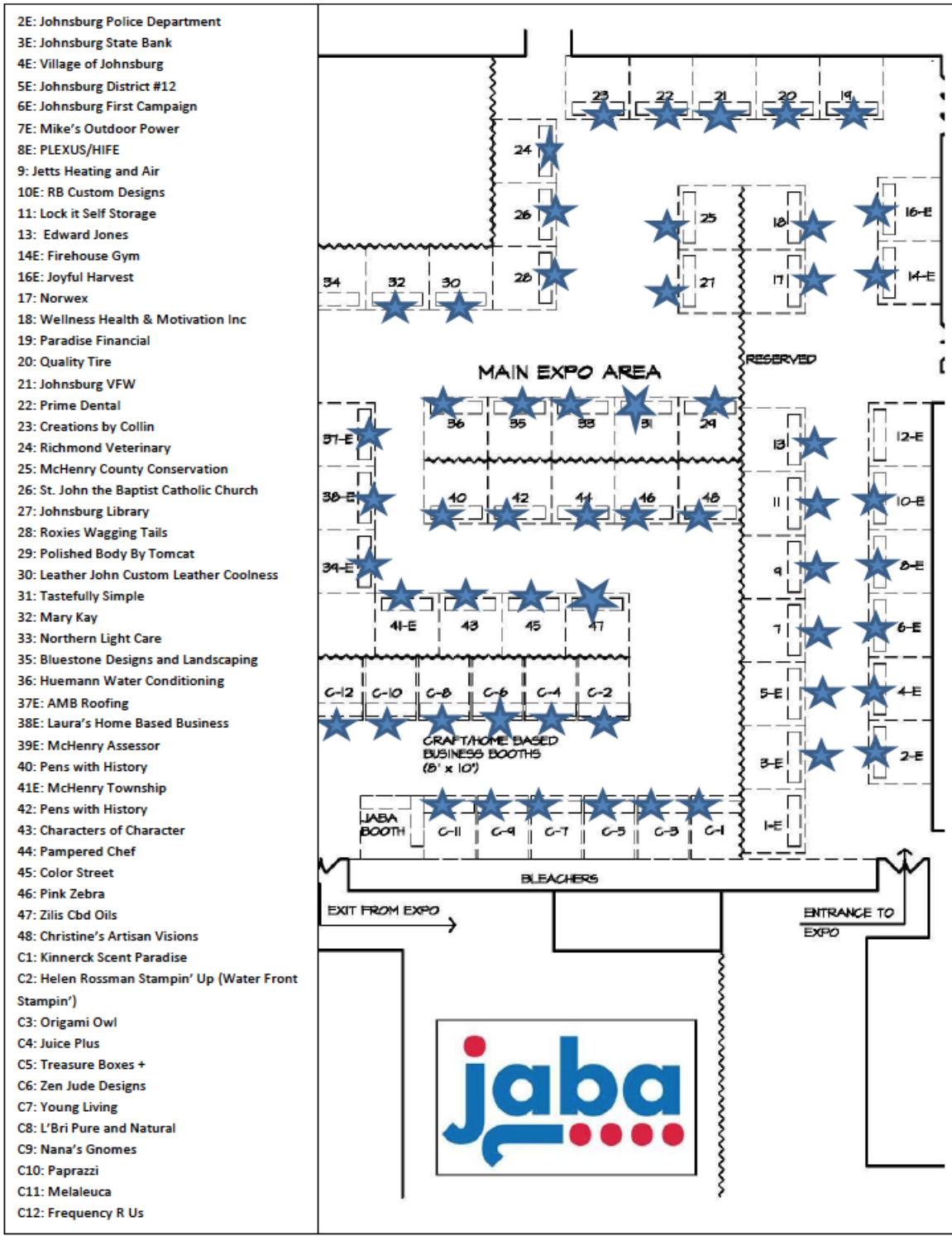
Please provide a certificate of insurance naming the Johnsburg Area Business Association and the Johnsburg High School as "Additionally Insured". If you do not have a certificate of insurance, please complete the Indemnification Agreement. For questions, email info@johnsburgjaba.com

APPLICATION AND PAYMENT INSTRUCTIONS

Paying via Check	Paying via Credit Card
Complete and return this EXPO application, certificate of insurance or indemnification agreement, and check to: Nicole Falco 518 S IL Route 31 STE 194, McHenry, IL 60050 Make Checks Payable to: Johnsburg Area Business Association and write your business name on the Memo Line.	Please complete the online application form and remit payment via PayPal @: https://www.johnsburgjaba.com/jaba-expo.html Return the certificate of insurance or indemnification agreement to: Nicole Falco 518 S IL Route 31 STE 194, McHenry, IL 60050

Below is a sample floor diagram from the 2019 EXPO for reference.

ASSIGNMENTS – 2019 JABA EXPO EXHIBITOR FLOOR DIAGRAM



Additional Information:

1. Main exhibitor booths include an 8' table and 2 chairs. Your tables must be covered (tablecloths not provided).
2. Setup time on Saturday February 29, 2020 is from 8:00am to 9:30am. You must be setup by 9:30am. Booths must be staffed at all times.
3. Booths must remain open and staffed until 2:00pm and displays must be removed by 3:00pm.
4. **Business Vendors are encouraged to supply a raffle prize with a minimum value of \$20.00. Raffle drawings will be held throughout the day and JABA will announce the winners.**
5. Loading and unloading of display materials shall be made through the rear entrance of the expo area. **Vendors shall park in the rear parking area of the school adjacent to the football field.**
6. Sales may be made at all booths.
7. Booths are reserved on a first-come first-basis.