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Dear Exhibitor:

We hope you can again join us at the 2020 Sioux Center Indoor Fair scheduled for **Wednesday and Thursday, March 25 & 26, 2020** at the All Seasons Center!

 **Set-up:**  Set up times and details will be included in your confirmation letter

 **Location:** All Seasons Center - 770 7th St. NE

 **Exhibition Hours: 3-8 PM** on Wednesday and Thursday

 **Booth Size:** Approximately 8’ x 10’

As we have in the past, we are giving last year’s exhibitors an opportunity to have first priority in making their booth reservations. Your prompt response is necessary to guarantee your booth reservation**. Your booth will be in the same or similar location unless request otherwise. Those requests will be handled at the discretion of the Indoor Fair Committee.** The **DEADLINE** for securing your booth space is **Friday, February 14, 2020. On February 17, your booth will be given to those on the waiting list if we have not received your contract and payment.** If you do not intend to participate, please let us know as soon as possible so that others may take advantage of this opportunity.

There is again an opportunity to reserve space *outside* for this year’s Indoor Fair. There is a layout map included with this email. Please mark on the registration which number booth(s) you would prefer. We will do our best to get your booth of choice, depending on demand.

Back by popular demand….**Best Exhibitor Booth Award**! We know that many of you put a lot of time and effort into your booths, so we want to reward your for your creativity! There will be “judges” walking around looking for the booth that is the most creative, inviting and does the best job showcasing their product. We will award the winner with $50 in Chamber Certificates! Be creative and have fun!

**Indoor Booth Rate: $250 for a single booth & $500 for a double booth. *(General Rate)***

**Indoor Booth Rate: $125 for a single booth & $250 for a double booth. *(Sioux Center Chamber Member Rate)***

*Please note: there will be a limit of two booths per exhibitor. (Excluding outdoor booths)*

**Outdoor Booth Rate: $45 for 10x10 booth and $65 for 10x15 booth.** *(Must also purchase an indoor booth)*

**Other Fees*:* $20 for one table and $5 per chair. Additional tables are $20 each.**

*\*There will be a charge of $25 per table requested the day of set-up if not reserved prior to the event.*

**REGISTRATION: Please fill out the online registration. You are able to pay by credit card or by check. If paying by check, please send in your payment by February 14 to ensure your reservation. If we do not receive payment by February 14, we will give you booth away to another business on our waiting list.**

Additional items to note:

* **No** engines are to be started in the All Seasons Center
* Any fire or flame must be supervised at **all times.**
* Wireless Internet **will be** available courtesy of Premier Communications (no password required)
* Sub-renting of booths to another party is not allowed

Past exhibitors will be given their previous location unless otherwise requested. Those requests will be handled at discretion of the Indoor Fair Committee. New exhibitors will be placed on a “first come-first serve” basis, to fill the remaining booths.

Thank you and hope we see you in March!

Heather Rozeboom

Event Coordinator