



NORTHWEST SUBURBAN REMODELING FAIR

Beth C. W. Nelson, Event Planner
4630 Churchill Street #1
St. Paul, MN 55126
Phone: 651.638.1956 Fax: 651.638.0756
nwremodelingfair@comcast.net

November 25, 2009

In this tough economy, don't let your competitors get the edge! Be sure to complete the enclosed paperwork to be considered for a booth at the 18th Annual Northwest Suburban Remodeling Fair on March 27th. Booths fill quickly - each year it is necessary for us to decline potential exhibitors due to space limitations (*single booths only - double booths not available*).

The purpose of the Fair is to encourage homeowners to make improvements to their properties. The Fair has proven to be an excellent opportunity for members of the home improvement industry to demonstrate the benefits of their products and services to approximately 3,000 Fair attendees. As an exhibitor, you receive: program listing, draped 8' table and 2 chairs.

In order to be considered for a booth, it's essential for you to **complete the enclosed Lease and Classification Sheet and return them to: Northwest Suburban Remodeling Fair, Beth Nelson, 4630 Churchill St. #1, St. Paul, MN 55126. A check for the total booth cost must be included for your lease to be considered. Make check payable to: Northwest Suburban Remodeling Fair.** Please note cancellation policy. Specifics:

1. **Booth Fee. The booth fee is \$245.** *Your check must accompany your paperwork.* Booths are approx. 10' x 8' (a few booths are 9' x 9' and 10' x 9').
2. **Electricity.** A limited number of booths (on the perimeter of the show floor) have access to 110 electricity. **There is an additional \$25 fee** for electricity. If you desire to be considered for a booth with electricity, please **include a separate check for \$25 made payable to Northwest Suburban Remodeling Fair.** If you desire a perimeter booth, you **must** include the \$25 check regardless of whether you plan to use electricity. Please bring adequate power strips and extension cords to reach to an outlet, not all outlets are directly behind a booth. *Note: if you are selected as an exhibitor but are unable to receive a perimeter booth your \$25 check will be returned.*
3. **Exhibitor Classification Sheet. This must be mailed with your lease/booth fee.**
4. **Application.** Only complete applications (completed booth lease, exhibitor classification sheet and check(s) made payable to Northwest Suburban Remodeling Fair) will be considered by the Exhibitor Admissions Committee. *To ensure a quality Fair, with a good mix of vendors, the Committee reserves the right to determine which companies will be accepted for booth space.* If you are not accepted, your check will be returned. Acceptance notification will go out no later than February 8th.

Sincerely,

Beth C. W. Nelson
Manager