# SATURDAY, SEPTEMBER 28

Anoka City Hall Plaza | 9 am - 1 pm

# VENDOR & EXHIBITOR PACKAGE

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## Family-Friendly Event

HOPEFES1

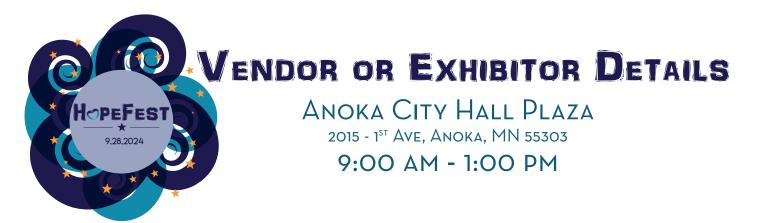
9.28.2024

- Vendor/Exhibitor Fair
- The Bones Brothers BBQ
- Games & Prizes
- Bounce Houses
- KS95 Music
- Balloon Twisters
- Face Painters
- Dog Friendly
- Kidz Dash
- 1<sup>•</sup> Mile Walk

Alexandra

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alexandrahouse.org



#### ARRIVAL AND UNLOADING

#### Plan to arrive between 7:30 - 8 am. Booths must be set up and ready by 8:30 am.

- Vendor/exhibitors may unload ONLY at the HopeFest event area between 7:30 8:15 am. After this time, the barricades will be in place and you will not be able to unload.
- Please have your materials labeled as a volunteer will be there to take your materials from the unloading area to your booth space so you can quickly move your vehicle out of the unloading zone.
- To unload, Vendors/Exhibitors/Sponsors should enter on Jackson Street from 2<sup>nd</sup> Avenue. Once unloaded, please exit the event space using 1<sup>st</sup> Avenue and Main Street. (see Unloading map)

#### PARKING:

 Vendor/exhibitors must park in the designated HopeFest event parking areas (street parking, Anoka Municipal Ramp, 2110 - 2<sup>nd</sup> Avenue or the surfact lot on VanBuren between 3<sup>rd</sup> and 4<sup>th</sup> Avenue).

#### ALEXANDRA HOUSE WILL PROVIDE:

- Assigned booth space
- 1—6' table | 1—Folding chair
- 1— Bottle of Hand Sanitizer
- Vendors will receive two (2) wristbands | Exhibitors will receive one (1) wristband

#### Please Note:

- There is no electrical available
- Expect 300 500 participants

### VENDOR OR EXHIBITOR WILL BE RESPONSIBLE FOR:

- Display, equipment, table cloth, pop-up tent or canopy
- Unloading, set-up, and tear-down

### EVENT SCHEDULE:

7:30 - 8:30 a.m. — Vendors/Exhibitors setup by 8:30 a.m.
9:00 - 10:00 a.m. — Registration
10:00 - 10:30 a.m. — Program
10:30 a.m. — Kidz Dash and Awards
11:00 a.m. — 1<sup>+</sup> Mile Walk
10:30 a.m. - 1:00 p.m. — Entertainment, Food, and Activities
1:00 - 2:00 p.m. — Clean up {*You may begin tearing down your booth after 1:00 pm*}

\* The Alexandra House leadership team reserves the right to deny participation of any and all organizations that are inconsistent with our core values and overall mission.





We invite you to host a booth at our **HOPEFEST** where you may sell your items to our attendees as one of our **VENDORS** or you can be an **EXHIBITOR** and distribute <u>FREE</u> samples, printed materials, or complimentary services. The vendor / exhibitor fees are tax-deductible but non-refundable.

We will participate in the HOPEFEST as a: Vendor (\$100) Exhibitor (\$25)

#### **CONTACT INFORMATION:**

Company/Organization Name:			
Address:			
City:	State:	Zip:	
Office Phone:	Website:		
Contact Person:		Title:	
City:	State:	Zip:	
Email:		Mobile Phone:	
VENDOR/EXHIBITOR INFORMATION:	Are you a non-profit?	? 🗖 Yes 🗖 No	
Type of Company/Organization:			
Describe your display:			
Describe your services:			
Will you be providing free items, sample	es, products, etc. to at	tendees? If ves, please describe:	

**Vendors and exhibitors:** in order to secure your vendor/exhibitor space, payment must accompany your registration form and be mailed by Friday, August 23<sup>rd</sup>.

Alexandra House, Inc.<br/>Tax ID #: 41-1309977MailEmail/PhoneAlexandra HouseAmanda FulkAttn: HopeFestCommunity Engagement Coordinator10065 - 3<sup>rd</sup> Street NEafulk@alexandrahouse.orgBlaine, MN 55434763-762-5318