### Dear exhibitor,

This email contains important information and instructions for your participation in NoblePalooza, an Expo to Thrive on Saturday, March 8.

1. Please review your Booth Registration for accuracy. I encourage you to bookmark this link for easy access and reference: https://www.noblepalooza.com/booth-registrations

Review Your Booth Registration

- 2. Make plans for setting up your booth. Review ALL of the information below. You have been assigned a brief window of time to unload your booth supplies into the building. If you miss it, you may have to park and carry it a distance. Please note important parking instructions.
- 3. Confirm your Grand Prize drawing contribution, if applicable. See instructions below.
- 4. If you note errors, or perceive any barriers posed by these instructions, please let me know right away so we can work out alternative plans to accommodate your needs. I can be reached at (260) 564-4556 or by reply.

## **X Setting Up Your Booth:**

You have been assigned a specific, short period of time for arrival and unloading withing the day and time frame requested on your application. This information appears in your Booth Registration, which you can see using the button above.

If you ordered and paid \$10 for a table(s), it will be set up and placed at your booth. Tables will also be taken down for you after the expo. Table covers are NOT provided, so please bring your own (you will want one.)

If electricity was requested, it will be noted in your Booth Registration. Sorry, but we are unable to make changes at this late stage of planning. If you are using electricity, I recommend you bring an extension cord just in case! Outlets may not be exactly adjacent to your booth but will be nearby.

We are not providing "color-coded" decor for booths this year. As a reminder, here are the colors from which you may want to pull to help raise awareness of the 5 Pillars of a Thriving Community and how your work supports specific pillars.



If you offer volunteer and/or leadership opportunities for community members, please share that information and how to engage at your booth!

### **Parking:**

Exhibitor/Vendor parking has been expanded for 2025! The main lot (Lot A), directly adjacent to the CLC, will be closed to exhibitors and vendors in order to accommodate the visiting public. Lot A will not open until 9:30-9:45 a.m. for attendees as they begin to arrive. Parking attendants will be outside to help direct traffic on Riley Street and Sheridan Street. Green Bus Tours will provide free shuttle services to accommodate overflow parking at East Noble High School from 7:30 a.m. to 3:30 p.m. on Saturday. The shuttle will drop off at Lot A. Please reference the maps provided via buttons below.

All who are at the CLC to work booths during the expo are asked to park at any of these three locations. This includes those only working booths for a portion of the event; those individuals should NOT park in Lot A:

- Lot C St. John's Lutheran School
- Lot D Immaculate Conception Church
- East Noble High School (remote parking & Green Bus Shuttle)

Please share these instructions with everyone who is coming to work your booth! Exhibitors and vendors who are found to be parked in Lot A will be asked to move their vehicle(s). Your cooperation is appreciated!

### Download Parking Map

### Interactive Google Map

# **#Grand Prize Drawing:**

If you pledged to donate a prize to be added to our grand prize drawing, that information will appear in your Booth Registration details. Please bring any contribution (gift card, logo item, or other gift) with you for collection beginning Friday and until doors open on Saturday morning. Prizes will be collected on tables located in the main entrance hallway at the CLC. Attach or enclose a business card for recognition of your gift, if you wish.

We would like to promote the impressive list of prizes and donors! Please take a moment to tell us what you are contributing, if applicable:

**Grand Prize Contribution** 

### Invite Attendees!

If we all work together, we can drive attendance to a new record in 2025! Please include NoblePalooza in your social media posts, digital and mailed Newsletters, and post and share the event poster, available to download (or right-click and save) below.

**Download Poster** 





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# \$ Bring cash!

Two concessions vendors will have food and beverages available for purchase, and our Marketplace and Youth Business Fair will be full of vendors! You can find a full directory of who and what to expect at NoblePalooza on the event website, <a href="https://www.noblepalooza.com">www.noblepalooza.com</a>. Remember to bring cash to enjoy morning coffee and donuts, lunch options, and shopping. Support our local non-profit vendors and entrepreneurs!

I will see you at NoblePalooza, an Expo to Thrive! Thank you!

Hori Lagn

Lori Gagen NoblePalooza Coordinator Thrive Noble County

# Thank our NoblePalooza sponsors!



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