



MARKETPLACE BOOTH APPLICATION

Noblepalooza Expo
Saturday, March 8, 2025
10 AM – 2 PM



GENERAL CONTACT INFORMATION

Business Name _____

Which are you? Home-Based Vendor Brick & Mortar Business

Phone _____ Website/Social Media URL _____

BOOTH COORDINATOR CONTACT INFORMATION

IMPORTANT! NoblePalooza will send all instructions to this person, and they will be responsible for sharing instructions for the day of the event with anyone else who will be working your booth.

Booth Coordinator's Name _____ Email* _____

Mobile Phone – for text messages* _____ Other _____

DESCRIPTION

Please describe what you will offer at your booth: _____

WILL YOU DONATE TOWARDS ONE GRAND PRIZE FOR THIS EVENT? For 2025, all visitors will be given one chance (ticket) to win a Grand Prize drawing. Items will be collected between 7:30 and 9:00 AM at the event. This will provide a more accurate participant headcount. You may hold your own prize drawings to collect leads at your booth as well. Will you contribute to the Grand Prize? Yes No

BOOTH NEEDS

Each 10x10' booth space is \$15, 1-2 chairs INCLUDED. You may bring more. Tables are NOT INCLUDED but are available to rent, \$10 each. Rented 8' tables will be set up at your booth for you. Table covers NOT INCLUDED.

How many 10x10 spaces do you wish to reserve (Limit 2) _____ \$15.00 each \$_____

How many chairs do you want at your booth? One Two No charge

How many 8' tables do you wish to rent for your booth? _____ \$10 each \$_____

Do you require electricity for your booth/exhibit? No Yes, please explain why:

Why? _____

TOTAL ENCLOSED : \$_____

RESERVE A SET-UP TIME

A firm 15-minute window will be assigned to you within the timeframe you choose. An email confirmation will be sent prior to the event with detailed instructions for set-up and parking.

3/7/25 - 1:00 to 3:00 PM 3/7/25 - 3:00 to 5:00 PM 3/8/24 - 7:30 to 9:30 AM

www.noblepalooza.com

NOBLEPALOOZA 2024 - EXHIBITOR/VENDOR EXPECTATIONS & REQUIREMENTS:

1. QUESTIONS? Please call Lori Gagen, event coordinator for Thrive Noble County, at (260) 564-4556 or send them to lorianngagen@gmail.com.
2. Submit a completed booth application with payment by no later than February 17, 2025.

Submit electronic application and payment OR make check payable to: “Community Learning Center” and with paper application to: Community Learning Center, Attn: NoblePalooza, 401 E Diamond Street, Kendallville, IN 46755. Include a Certificate of Insurance or be sure to sign the separate Waiver of Liability provided in the application packet.

3. Help promote the Expo! [NoblePalooza!](#) Has a Page and Event on Facebook – invite your friends, share & cross-promote.
4. If selling products* at your booth, you are responsible for meeting all applicable local and state laws and regulations. Food vendors must be compliant with Noble County Health Department guidelines. For information, call (260) 636-2191. Wi-Fi will be available on site.
5. Actively engage attendees to learn more about your aspirations within Noble County through product samples/sales, handouts, videos, photos, etc. You are encouraged to use NoblePalooza to recruit new volunteers, investors, leaders, and others who may share your passion and want to explore how they can thrive with you!
6. Set up your booth at the time you have reserved online, or been assigned based on your paper application. An email will be sent ONLY to the person you named on your application as the Booth Coordinator. They are responsible for sharing this information with anyone else working your booth.
7. Add lorianngagen@gmail.com to your contacts and monitor the email you provided for communications ahead of the event.
8. Tear down your booth Saturday, March 8 between 2:00 and 3:30 PM, no earlier, please.
9. Respect and abide by any and all published rules and regulations of the host venue and organizers.
10. If you are unable to attend after applying, please call Lori at (260) 564-4556. Booths will sell out!

** If you wish to sell alcoholic beverages at your booth, contact Lori Gagen at (260) 636-3800 by January 19, 2024.*

OUR PROMISE TO YOU:

1. Entrance for the public to NoblePalooza! is FREE and will likely attract 700+ Noble County residents, based on 2024 attendance. Nominal booth and table fees will be invested in logistics and continuous improvements of this expo!
2. We will have volunteers on hand to help load in (and out) at the time you selected or were assigned. Chairs will be placed and removed for you. Rented tables will be set up and taken down for you.
3. We will communicate with your Booth Coordinator multiple times ahead of the event. Please make sure the email address provided is checked routinely – including SPAM – to stay informed.
4. We will follow up after NoblePalooza! to seek feedback in an effort to learn and improve any future events planned.
5. We will be champions of all participating individuals and organizations who successfully illustrate the many ways that, together, Noble County can and will continue to thrive!

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WAIVER OF LIABILITY

In lieu of providing your organization’s Certificate of Insurance, please sign to accept the following Waiver of Liability:

I _____, willingly participate in NoblePalooza at The Community Learning Center, 401 East Diamond Street, Kendallville, Indiana.

In consideration of the opportunity to participate in NoblePalooza:

I will not hold the staff, board, or volunteers of The Community Learning Center, Inc. or any of the partner organizations that are sponsors or otherwise involved in the planning and execution of NoblePalooza, responsible for any injury, which should occur to myself, and all others assisting me as an exhibitor or vendor, that is not due to the negligence of said staff, board, volunteers or partners. I understand that the staff, board, and volunteers of The Community Learning Center, Inc., and their partners in NoblePalooza, will do everything in their power to prevent such injury.

In addition, I agree to hold harmless The Community Learning Center, Inc., and their partners in NoblePalooza, from any damages, injuries of any kind or character incurred by any member of the public caused by any product distributed or sold by me.

Exhibitor / Vendor Name

Primary Contact Printed Name

Primary Contact Signature

Date

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