

Feb-10

Dear Business Owner/Manager;

Thank you for your interest in the 2010 Jo Daviess East Business Showcase. This year's event will be on Saturday, April 10th, 2010 from 10am-3pm. In these tough economic times participation in this event can bring you direct marketing to up to 1000 individuals. This opportunity is a cost effective way to reach those in your territory.

The event committee would like to extend a heartfelt thank you for your consideration and support. Several changes have been made to the 2010 event in hopes you make many new business contacts. Event changes are outlined below:

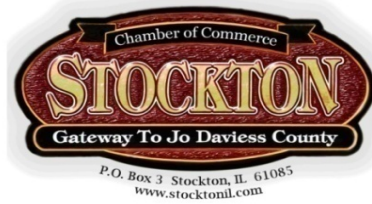
- Booth numbers have been renumbered
- Standardized booth sizes - 8'x8'
- New hours, 10am-3pm
- Reduced walkways in gym to create a fuller effect
- Business to business networking 9am-10am

Because you are not a Chamber member you will not be able to reserve your booth until after February 18, 2010. Chamber members have priority in registration until Feb. 18, 2010. If you wish to become a member of the Stockton Chamber of Commerce please contact the event chairperson or go to [www.stocktonil.com/contact-us.html](http://www.stocktonil.com/contact-us.html) for a membership application. Chamber members receive a discount on booth fees. If you contact us before February 18th you will be placed on a call list for Feb. 18th.

Set up will be Friday evening 5-9pm or on Saturday morning from 7-9am.

You are required to provide a door prize to the Chamber for use at the front door during the show. This is a wonderful way to market your business or service. Any visitor to the show may win the gift so please choose carefully. The gift must have a value of \$15 or more.

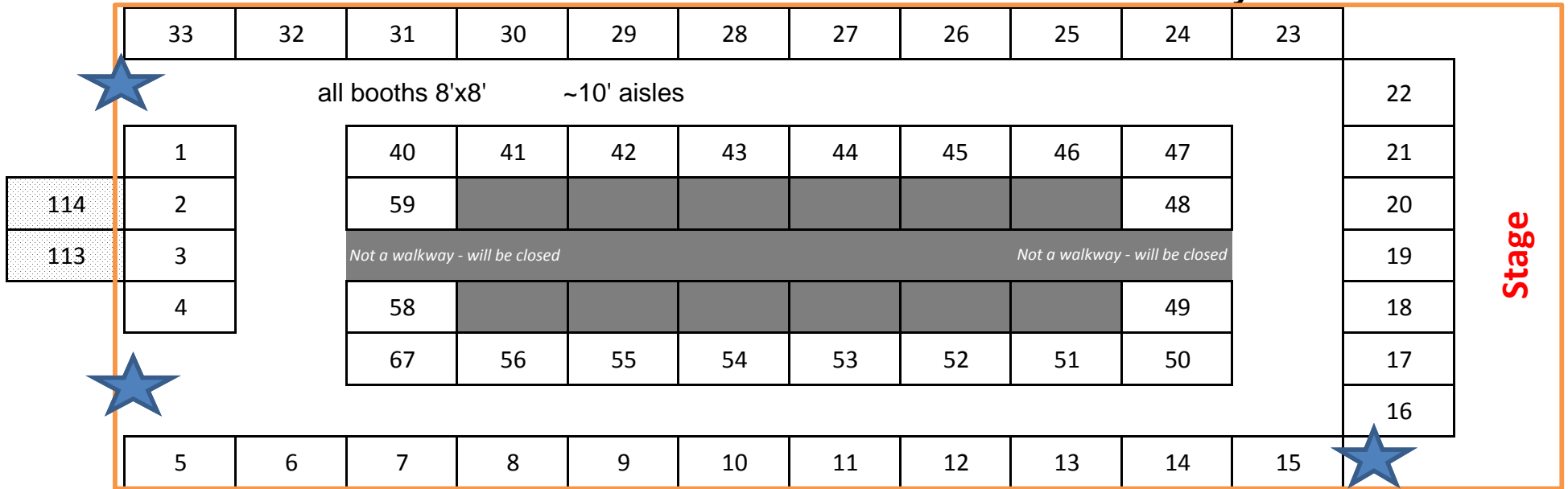
Thank You,  
Amy Laskye, Event Chairperson  
815-947-2878



## 2010 JDE Business Showcase Guidelines

- \* Show hours 10am-3pm \*\* Note new end time
- \* Please have your booth set up by 9am Saturday
- \* Breakdown must not start before 3pm
- \* Only finger sized food samples may be handed out to visitors. Any food samples must be authorized by the JDE Showcase committee .  
During Showcase hours, your vehicle MUST be parked by the road or the middle school (building just South of the high school). We have many visitors who appreciate parking close to the door.
- \* Chairs are not provided, please bring your own. Tables are not provided but may be rented for \$15 per table. *Please reserve with your application as extras at the event are limited and not guaranteed.*
- \* Please have your booth manned at all times.
- \* If you see behavior that is dangerous or disrespectful to exhibitors or school property, please contact a Showcase committee member as soon as possible
- \* Please wear a name tag or monogrammed shirt identifying yourself.
- \* A Chamber representative will be available at the front table during the show.  
We try very hard to secure the gym on Friday night. However, if you have valuable items, please take them with you. Neither the Chamber nor the school is responsible for theft or damage.
- To boost visitors to your booth please consider offering something for free.
- \* This "incentive" can be a free sample, a drawing for a prize, a discount coupon for purchases at your business, a promotional item, etc. If you have a minimum age requirement please specify.
- \* Coupons will be distributed Saturday morning for complimentary coffee and pastries on Saturday morning from 8am-10am.
- \* If you are selling or sampling any on-site prepared goods a health permit will be required.
- \* ***\*\* Businesses whom wish to bring tents or other elevated visual aids must let the committee know at registration. Those businesses will be placed on the outer perimeter of the gym to eliminate any visual obstruction from the stage.***
- \* The committee reserves the right to ask any vendor to remove any part of their display to maintain booth integrity.
- \* It is recommended to have a drawing at your booth. The Chamber will be giving out door prizes if you would like to donate an item or service.

## 2010 JDE Business Showcase Booth Layout



101	102	103	104	105	106	107	108	109	110	111	112
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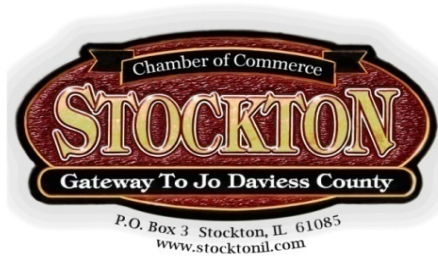
**3'D x 8'W**

Door/Walkway



[info@stocktonil.com](mailto:info@stocktonil.com)

vendor Relations: Amy Laskye, 815-947-2878



## JDE Business Showcase Application

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\$120 Corner Booth       \$100 Regular Booth

*Would like information on Chamber membership - reduces booth fees and provides valuable marketing opportunities!*

Booth Number Preference \_\_\_\_\_  
*Please provide 1st and 2nd choice. Committee has final decision on placement*

Please check box if you are selling or sampling food - must be OK'd prior to event.

Booth Fees					
Electricity	\$35	x		=	
Table Rental	\$20	x		=	
Table Cloth	\$15	x		=	
TOTAL					

Check Box if you are interested in hosting a free DEMO in the Library

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**FOR INTERNAL USE ONLY**

Date \_\_\_\_\_      Check# \_\_\_\_\_      Amount Paid \_\_\_\_\_

Booth Space \_\_\_\_\_