



# GENERAL COMMUNITY DAY EXHIBIT INFORMATION



Thank you for participating in the **2018 Community Wealth Building Health Expo**. Enclosed is the exhibitor kit with all the pertinent information to help you prepare for the Community Day. Please take time to review the information to ensure you meet the deadline dates.

**VENUE LOCATION:**  
Malcolm X College  
1900 W. Jackson Blvd  
Chicago, IL 60612

**VENDOR FEES:**

(Fees and the attached signed Vendor Agreements are due no later than May 12, 2018. Vendor space is 1<sup>st</sup> serve basis)

- General Participation \$ 400.00

**VENDOR MOVE-IN/OUT:**

Vendors Set-Up:

Day	Time	Date
Friday	3:30pm – 10:00pm	May 25, 2018
Saturday	7:00am -- 8:30pm	May 26, 2018

**No Exceptions!! Absolutely no move in will be allowed after 9:00am on Saturday, May 26, 2018**

Breakdown

Day	Time	Date
Saturday	3:00pm – 5:00pm	May 28, 2018

**COMMUNITY/VENDOR DATES:**

Day	Time	Date
Saturday	10:00am – 3:00pm	May 26, 2018

**EXHIBITOR REGISTRATION:**

Report to the Registration desk to pick up badges at the Registration Area.

**INTERNET:**

- Provided on-site

**VENDOR PARKING:**

- Free parking in lot (with validation)

**INCLUDED IN PRICE OF VENDOR SPACE:**

- One 7' table (not skirted)
- 2 chairs
- Table top signage
- Vendor Badges (4 maximum)

**DRB is NOT responsible for ordering any audio-visual needs or equipment.**

## SHIPPING INSTRUCTIONS:

If you are shipping boxes or materials in advance of the Expo, please send to:

Malcolm X College  
C/O Facilities Management  
NAREB/DRB Community Day 5.26.18  
[1900 West Jackson](#)  
[Chicago, IL 60612](#)

The college cannot accept C.O.D. shipments. Due to limited storage space, materials should arrive no more than 1 business day prior to the Saturday, May 26, 2018 event.

## MARKETING OPPORTUNITIES | PRIZES & GIVEAWAYS

**We Need BIG Door Prizes! Are you in?**  
*TV's, IPADS, IPHONES, VACATIONS, GIFT CERTIFICATES, ETC.*

### WHY?

**Because drawings, draw people! Help us help you get the best attraction to your booth, product or service.**  
**Deadline Date: May 19, 2018**

A great way to entice attendees to the 2018 Community Day is to raffle off great prizes. This is also a way for your company to capitalize on its participation.

Each participating vendor will have an opportunity to address the audience and talk about their product/service.

Please let us know if you plan to donate a prize valued at \$100.00 or more. Winners will be drawn **on Saturday, May 26, 2018** and recipients **DO** have to be present to win. We will draw winners during the Community Day program and therefore would like vendors to have their prizes on-site as winners will be directed to your vendor space if they are in attendance.

**Please send the list of prizes to:**  
Tracey B. Williams  
[drbhousingfair@gmail.com](mailto:drbhousingfair@gmail.com)

773. 374.9191 or 708.369.1977

**Prizes will also be collected by the Exhibitor Coordinator on-site.**

**Make check payable to:**  
**The Dearborn Realist Board (DRB)**

**Other payment options available:**

<https://dearbornrealistboard.wildapricot.org/event-28985>



## EXHIBIT AGREEMENT



Vendor tables will be installed so as not to extend beyond the space allotted. Care should be taken in setting up the display so as not to obstruct the view of the vendor at the adjoining tables(s). Vendors will maintain and operate their vendor tables during the business hours indicated in this document.

Any vendor using sound equipment, such as film or tape recorders, shall keep the volume at a minimum in order not to distract other vendors. (This will be strictly enforced.) DRB reserves the right to prohibit any of the foregoing at its discretion. The vendor will be responsible for electricity, water, extra lighting, extra tables, and chairs.

No vendors may sell any material with the name of The National Association of Real Estate Brokers, Inc., its affiliates, or chapters, or NAREB or use NAREB's Logo. Photos of attendees may not be taken during the Community Day and used for sale without the written permission of the Dearborn Realist Board. The sale of food or drink is prohibited by all vendors.

The Dearborn Realist Board reserves the right to cancel any agreement should a vendor violate any term(s) of this agreement or engage in any illegal activity. The vendors shall vacate their vendor space that day at the close of business.

Vendors must carry their own liability insurance. The Dearborn Realist Board or any of the sponsors will not be liable for theft or damage to the vendor.

A vendor's failure to set up during the specified day and time will result in forfeiture of vendor fees and the Dearborn Realist Board at its option may resell vendor tables.

***The undersigned do hereby submit this application and lease for vendor space as indicated below for our use at 2018 Community Wealth Building Day to be held at Malcolm X College, 1900 W. Jackson Blvd. Chicago, IL 60612 on Saturday, May 26, 2018. The completion and receipt of this application for vendor space, the notice of space assignment from DRB, and the full payment of rental charges constitute a contract for the right to use the space assigned. I/we have read and agree to comply with the /vendor rules and regulations. My signature below indicates acceptance and compliance with all rules and regulations provided in this contract.***

TYPE NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**No exhibit application will be considered without a signature. Please sign, scan, and email to:**

Tracey B. Williams  
[drbhousingfair@gmail.com](mailto:drbhousingfair@gmail.com)