



TO: Holmen Area Businesses, Clubs, & Organizations

FROM: HBA Committee

RE: 1st Annual Holmen Business Expo & Job Fair (Previously YES Holmen)

WHEN: Saturday, March 21st from 11:00 a.m. – 2:00pm (Snow day will be Sun. 3/22)

WHERE: Holmen High School, 1001 McHugh Road - Holmen, WI - Commons and Gymnasium

WHAT: A great opportunity to showcase your business, develop new clients and customers, and add new members to your club or organization. Hiring?We are also including a Job Fair!

WHY: Holmen is a great place to Work, Live, and Play. Let’s show our community what Holmen has to offer.

COST:	HBA Member*	1st Booth	2nd Booth
	Dues Paid for 2020	\$50	\$50
	Civic/Non-Profit	\$35	\$35
	Non-HBA Member	In Main Gym	2nd Booth
	Business	\$100	\$100
	Civic/Non-Profit	\$70	\$70

**HBA membership is \$100/year for business members, \$60/year for civic members. Please contact HolmenBusiness@gmail.com if interested.*

This event is **FREE** for the public.

DETAILS: Provide your own backup & furnishings for a 10’ x 10’ booth. **Tables** available are limited and on a **first come/first serve basis for \$10**. Please reserve your table with registration. **Electricity** is only available in specified locations and is on a **first come/first serve basis for \$5**. (You must furnish cords, etc. Electrical booths are located on the perimeter of the main exhibit area.)

CLOSING: If the event is canceled due to bad weather, NO refunds will be issued, however, we do have 1 snow day scheduled on Sunday March 22nd.

DEADLINE: Registration is due on Monday, March 2, 2020. No refunds will be issued after this date. It is important that the registration is received by 3/2/20 so you are included in all advertising opportunities for this event from print and internet to radio and more.

More details on back....

**EVENT
SPONSORSHIP:**

We have 2 sponsorship opportunities available. 1. Major Sponsor (Limit of 2, First come first serve) cost of \$500 which includes booth with a table, your logo on all promotional materials, and mentions in our ads. 2. Event Sponsor: Cost of \$100, which includes sponsor announcements during the expo and your logo on display during the event.

BECOMING A SPONSOR IS A VERY COST EFFECTIVE WAY TO PROMOTE YOUR BUSINESS OR ORGANIZATION.

To be in the brochure and all advertising, it is critical to meet the deadline of March 2, 2020.

**DESCRIBE
YOUR
BUSINESS:**

We will provide brochures to hand out to every guest; your booth fee includes a 30 word description in the brochure similar to a business card. Here is an example;

Holmen Business Association

P.O. Box 163 • Holmen, WI 54636

Phone: (555)555-5555

Email: HolmenBusiness@gmail.com

Website: www.holmenbusinessassociation.com

QUESTIONS: Email: HolmenCommunityBusinessExpo@Gmail.com

Be our Friend on Facebook!



REGISTRATION FORM

Saturday March 21, 2020

11:00 a.m. – 2:00 p.m. at Holmen High School

Please fill out a separate form for each participating organization. Only ONE business is allowed per booth.

Business registered must be the business at the booth - NO EXCEPTIONS. PLEASE PRINT!

BUSINESS/GROUP NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ **PHONE #:** _____

E-MAIL ADDRESS: _____ **FAX #:** _____

WEBSITE ADDRESS: _____ **MEMBER OF HBA:** **YES** **NO**

Weekend of event emergency contact name: _____ Phone #: _____

Must provide with registration in case of cancellation.

<u>HBA MEMBER RATES:</u>	1st Booth	2nd Booth	TOTAL
HBA Member	\$50	+ \$50	_____
Civic/Non-Profit	\$35	+ \$35	_____
<u>NON-HBA MEMBER RATES:</u>	1st Booth	2nd Booth	
Non-Member Business	\$100	+ \$100	_____
Civic/Non-Profit	\$70	+ \$70	_____
<u>ADDITIONAL:</u>			
# of Tables Needed	_____	X \$10 =	_____
<i>(Tables are not included with booth)</i>			
Electricity Needed	Y N	X \$5 =	_____
Wireless Internet*	Y N		-0-
Job Fair	Y N		-0-
<u>SPONSORSHIP</u>			
Major Sponsor (Register by Jan. 15)	Y N	\$500	_____
Event Sponsor	Y N	\$100	_____
*Prior notification is required to gain access to internet. **See enclosed information on Event Sponsorship.			
TOTAL ENCLOSED:			_____

Describe your business in 30 words or less. The information is to be compiled into a Vendor Brochure.
(See sample) Use the back of this form if needed. _____

REGISTRATION DEADLINE: Monday, March 2, 2020. No refunds will be issued after this date.

MAIL REGISTRATION FORM TO: HBA, PO BOX 163, Holmen, WI 54636-0163