



**SENIOR EXPO 2012
TUESDAY, MARCH 20, 2012
PROVIDER INFORMATION FORM**

Activity#128996F

PLEASE FILL OUT COMPLETELY AND PRINT CLEARLY

<u>For Troy Rec use only</u>	
Date Received	_____
Payment	_____
Info Form	_____

Organization Name _____

Contact person _____

E-mail address _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____

Will you be providing a screening or service on March 20? Yes _____ No _____

What type? _____ Space needs for this service? _____

Raffle Prize: _____

You will need to facilitate this at your table and take care of getting the prize to the winner if they are no longer present. We will announce winners on the hour throughout the day beginning at 12pm. **Vendor will be responsible for delivering item to winners not present** at time of drawing, or may decide to draw another name for the next time slot.

Door prize donation: _____

This will be facilitated by the Troy Recreation Staff. Give your door prize to our staff when you arrive with your company name clearly displayed on the prize. We will award these prizes throughout the day on the half hour beginning at 11:30 am from those visitors that have turned in a completed passport with 15 vendor stamps or signatures. Winners need to be present to win.

Donate Bags for the event: Yes _____ # _____ No _____

Facility Needs

You will be provided with **one half of a 12 foot table or an 8 foot table and one chair**. No items may be hung on the walls. If you have additional needs, please note the number below:

____ Electrical outlets (please bring your own extension cords, will be assigned based on first responses)

____ TV/VCR (limited number available, will be assigned based on first responses)

____ Chairs

____ Other (please specify your needs in detail on back)

Lunch order: Please specify type of sandwich and number desired. Price is \$8.50 each to be paid with your registration fee. Lunch will include pita sandwich, chips and cookie.

Type	# desired	x \$8.50 each	Total due	Type	# desired	x \$8.50 each	Total due
Turkey	_____	x \$8.50 each	\$ _____	Greek	_____	x \$8.50 each	\$ _____
Ham and Cheese	_____	x \$8.50 each	\$ _____	Veggie	_____	x \$8.50 each	\$ _____

Boxed Lunch Total \$ _____

Add this amount to the amount for the table for Expo.

OVER

Circle your choice of Room option

Room 304/305 \$150.00

Room 301 or 302 \$100.00

Room 303 (Non Profits) \$25.00

Lunch Order total _____ + Room selection amount _____ = Total Due to City of Troy

Method of Payment: Check _____ Make checks Payable to: City of Troy

Credit Card: Circle Type: MC Visa # _____ Exp. Date ____/____

Fax to: 248.689.6497

Mail to: Troy Recreation Attention: Elaine Torvinen

Troy Recreation Attention: Elaine Torvinen

3179 Livernois

Troy, MI 48083

Please make sure both sides are filled in completely and if faxing, that you fax both sides of this document.

Rules and Regulations

Thank you for your interest in the Senior Expo. Please review the following rules and regulations and sign at the bottom. Those who do not follow these rules and regulations will be asked to leave the Expo and will not be invited back for future events.

- Participation in the Senior Expo is for the purpose of information and education only and must be without sales goals or other agendas.
- Selling at the Troy Community Center is not allowed.
- All literature distributed must serve as an impartial resource for education only.
- Having a sign-in sheet is not allowed. You may hand out business cards so that the seniors may contact you in the future at their discretion.
- You may hand out free promotional items at your table.
- A disclaimer will appear that we are not endorsing your product/service.

Prohibited Items/Actions

- Pets (except if leading the blind or by special permission)
- Use of open flames such as candles, sterno cans, etc
- Solicitation of funds
- Religious promotion
- Use of the Community Center for monetary gain by outside agencies who have not paid a facility rental fee
- Loitering in the Community Center or adjacent to its entrances
- Harassment of any type to staff or guests
- Use of profanity and fighting
- Removal of Community Center property from the building
- Use of tape on any walls, floor, or ceiling

Food/Beverage/Tobacco Policy

- Report accidental food and beverage spill immediately
- The use of tobacco products within the Community Center is prohibited

I, _____ as a representative of _____
(Authorized Representative) (Company Name)

agree that I have read and understand the above rules and regulations. I also agree that I will adhere to the above rules and regulations during my participation in the Senior Expo on Tuesday, March 20, 2012.

(Signature)

(Date)