

## Albany Area Schools

Albany Area Community Education  
30 Forest Ave  
P.O. Box 330  
Albany, MN 56307

## Lynn Jenc

Community Education Director  
Phone (320) 845-2171 x5060  
Fax (320) 845-4017  
jenc1@mail.albany.k12.mn.us

---

Dear Perspective Vendor:

We are excited to announce our plans for the 4<sup>th</sup> Annual Women's Expo on Saturday, March 8, 2008 from 9:00 a.m.-2:00 p.m. at the Albany Elementary School. Albany Area Community Education, part of Albany Area Public Schools, along with the Albany and Avon Chambers of Commerce are sponsoring the event.

We invite your business to participate in the community-wide celebration through booths, cash/prize donations, advertising or day of volunteers. The cost of a booth is \$35 for chamber members or \$45 for non-chamber members. Electricity is an additional \$10. Please bring your own electrical cords. Tables are **not** included in the **8 X 8 foot** booths, though chairs will be provided. Please bring an appropriate table or shelving for your booth. Tables can be rented and delivered through General Rental in Albany by calling, 845-7368 or 877-845-7368. Detailed information for registered booth vendors will be mailed in February.

Cash donations will go towards the cost of the event. Any proceeds from the event will go towards Albany Area Community Education preschool scholarships. Prize donations will be used throughout the day for attendance drawings.

**New this year, we are asking vendors to have special "deal of the day."** Each vendor will be asked to give a special discount or deal during the show such as 15% off a product, \$2 discount, etc. Attendees will be given a bingo card of vendors when they walk into the door. When purchases are made at the booth, a mark will be given. The first 50 people to get a "bingo" will be given a choice of prizes.

Please do not hesitate to call Lynn at Albany Area Community Education at 845-2171, ext. 5060.

**Please fill out the form at the bottom and mail back to the above address listed prior to Friday, Feb. 1<sup>st</sup>. Limited space! First 65 vendors only!**

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

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

\_\_\_\_\_ I would like to have a "hands-on" type of booth.

\_\_\_\_\_ Payment: \$\_\_\_\_\_ Additional Space Needed for \_\_\_\_\_

\_\_\_\_\_ **Electricity will be needed (additional \$10)**

\_\_\_\_\_ I would like to donate \$\_\_\_\_\_, to help offset the cost of the event.

\_\_\_\_\_ I would like to donate \_\_\_\_\_ for the drawings.  
(Please attach a business card with door prizes.)

**Required:** My "deal of the day" will be \_\_\_\_\_.