



May 22, 2023

Dear Exhibitor:

Thank you for participating in the 18th Annual Business & Community Expo at Hamden Fest on June 3, 2023 at Town Center Park. We are excited to continue to partner with the Town of Hamden to present this great community event. The Fest will feature an event-filled day from morning until night.

The day's activities will begin with a 5K Road Race and new to this event the Half Marathon the Business & Community Expo, Arts Craft and Civic Fair, the Kids Zone by Hamden Youth Services and the Friends of the Miller Memorial Library's Book Sale. Add to all of this, lots of music, entertainment, food trucks and much more.

We are pleased to see the enthusiasm about the Expo throughout the community and look forward to an anticipated crowd of thousands in attendance. From targeting and generating new business leads to networking, this event is a can't miss for your business. Vendors are also allowed to SELL their products and services. Please keep this in mind as you plan for your show.

We would like to take this opportunity to thank our sponsors who are generously supporting this year's Expo. **Gold Sponsor**, Regional Water Authority, **Silver Sponsors** Quinnipiac University, Tyco Printing, M & T Bank, AM1220 WATX., IHeart Media, Beecher & Bennett Funeral Services, Home Health Specialty Services, Care Partners of Connecticut, Leaf Guard, RJ Media Group and Fritz & Hawley Guild Opticians.

Below is important information pertaining to the Expo

FLYERS:

Enclosed are flyers to assist in the promotion of the Expo. We encourage you to make additional copies to promote your business as an Exhibitor to your clients and employees.

The Chamber is utilizing social media as another critical tool to promote the show. The Hamden Regional Chamber has a popular Facebook and Instagram page. If you have a Facebook account, please "Like" us. Also if your business has a Facebook page, please post that you will be a participating vendor and share the Chamber's Hamden Fest event page.

SET UP HOURS:

Set up will be on Saturday, June 3rd, beginning at **8:00a.m.** All booths must be set up by **10:30am** to be ready for the start of the show at **11:00am**. Vendors are not allowed to break down their booth until completion of the show at **4:00pm**. Please be sure to not leave anything behind at your table space.

EXHIBITOR PARKING:

All exhibitors must enter the park through the Hamden Middle School entrance on 2623 Dixwell Avenue. You will be directed to where you can unload your car. After unloading, you must move your car to the designated parking area. Members of the Hamden CERT team will be available to direct you.

YOUR VENDOR SPACE:

All Business Expo Exhibitors will be located under one "circus size" tent. Signage as well as an 8 ft. table that will be covered and skirted along with two chairs will be provided. Remember the more interaction you have with the public and the more eye catching you make your space look, will attract more people to stop at your booth. To make this show a valuable experience for the public and to increase your business we encourage all vendors to offer exclusive discounts, coupons that will only be available the day of the show. This will be a great way of tracking business that you received that day.

Electricity is limited. If you do require it, please fill out the attached form and fax back to 203-288-4499 as soon as possible. You are responsible for providing your own extension cords. We suggest that you bring at least one 50ft cord.

WIRELESS ACCESS:

There is **NO** wireless access at Town Center Park. You must provide your own **Hot Spot**.

DOOR PRIZES:

If you have a raffle prize, you will be responsible for distributing your own door prizes to winners. Please make sure you bring a container to gather business cards. This will ultimately create a stronger marketing opportunity with the winner to visit your place of business.

Thank you for your commitment to the Hamden Regional Chamber of Commerce. We are honored to have you participate in the Business & Community Expo. If you have any questions, please feel free to contact us directly. See you at the Fest!

Best regards,

Nancy J. Dudchik
President