



**SENIOR EXPO 2017
TUESDAY, MARCH 21, 2017
PROVIDER INFORMATION FORM**

For Troy Rec use only

Date Received _____

Payment _____

Info Form _____

PLEASE FILL OUT COMPLETELY AND PRINT CLEARLY

Organization Name _____

Contact person _____

E-mail address _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____

★ Will you be providing a screening or service? 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.

★ 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 make a note below:

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

★ ____ Chairs (2 are automatically provided)

____ Other (please specify your needs in detail)

Lunch order: Please specify type of sandwich and number desired. Price is \$10 each to be paid with your registration fee. Lunch will include pita sandwich, chips and cookie.

<u>Type</u>	<u># desired</u>	<u>x \$10 each</u>	<u>Total due</u>	<u>Type</u>	<u># desired</u>	<u>x \$10 each</u>	<u>Total due</u>
★ Turkey	_____	x \$10 each	\$ _____	Greek	_____	x \$10 each	\$ _____
Ham and Cheese	_____	x \$10 each	\$ _____	Veggie	_____	x \$10 each	\$ _____

Boxed Lunch Total \$ _____

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

OVER

★ **Circle your choice of Room option**

Act#7500A Room 301 or 302 \$150.00

Act#7500B Room 303 (Non Profits) \$50.00

Act#7500C Room 304/305 \$200.00

★ 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 ____/____

To register online go to: <https://onlinereg.troymi.gov/>

Fax to: 248-689-6497

Mail to: Troy Recreation Attention: Elaine Torvinen
3179 Livernois Troy, MI 48083

If paying with a credit card you may scan both sides of form and email to E.Torvinen@troymi.gov.

Please make sure both sides are filled in completely and if faxing or emailing, that you send both sides of this document. All forms received without payment will be held until payment arrives.

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 21, 2017.

(Signature)

(Date)