



Recreation Department

Dear Potential Vendor,

The Troy Parks and Recreation department sponsors a yearly Senior Expo to promote the financial services, health and housing options and other services available to seniors in and around our community. The Expo will be held on **Tuesday, March 21, 2017** at the Troy Community Center from 10:00 am - 2:00 pm.

We would like to invite you to participate in the Senior Expo by providing information on your agency. We have 76 booths available for vendors to provide seniors with valuable information at no cost to them. We estimate that approximately 300-500 seniors will have the opportunity to view your booth and talk with you about your services.

This year we are offering **the following options, all of which include one half of a 12 foot table or an 8 foot table, agency information in the program and mention of any raffle prize being offered.** Vendors will be given the option to purchase a boxed lunch. This must be ordered on your registration form and fee included with your fee for the Expo. Lunch will include a pita sandwich, chips and a cookie.

Booth Space in Main Room 304/305 (40) For Profit Vendors \$200.00

Booth Space in Room 301 (8) & 302 (8) For Profit Vendors \$150.00

Booth Space in Room 303 (20) Non Profit Vendors \$50.00

If needed, please plan on bringing your own display board and extension cords.

Free coffee and water will be available all day.

Each booth will be allowed to hold a raffle. Seniors will have the option of placing their names and contact information at the various booths offering raffle prizes. **Vendor will be responsible for getting the prize to the winner. We will not be announcing winners of individual vendor's raffles.**

You will be allowed to hand out free promotional items at your table which may include **individually wrapped food** items.

If you would like to **offer a free screening or service** such as chair massage to the visitors, please **let us know when registering what space needs you will require and any special needs you require to provide that screening.**

If you would like to **donate large bags (cloth bags preferred)** to be distributed to the visitors to the Expo please **indicate the number of bags you would be willing to donate on the information form.** These bags should be large and sturdy enough to hold all the goodies the visitors will be collecting from the vendors.

Include your payment, Visa/Mastertcard, or a check made payable to the City of Troy for the appropriate amount. There are a limited number of booths available and they will be assigned on a first-come, first-served basis. We will then follow up with an **information packet with the details of the Expo via email by March 13, 2017.**

We look forward to your participation and thank you for all of your cooperation and assistance in making this event great for the seniors.

Sincerely,

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