

January 29, 2010

Dear Vendor:

You are invited to participate as a vendor and/or advertiser at the 2010 Buckeye Alpaca Show. The show will be held May 1 & 2, 2010, at the Ohio Expo Center, in Columbus, Ohio. This will be our 6<sup>th</sup> year.

All activities of Buckeye Alpaca Show will be conveniently held within the Bricker Building at the Ohio Expo Center, a heated, spacious building with concrete floors. We anticipate that the building will be completely filled. There is plentiful parking and a large roofed paddock along one side of the building where you can unload/load.

**Important facts at a glance:**

- The vendor spaces will be in one general area, but near the animal stalls.
- Each vendor space is 12'x10'
- \$275 per space which includes electric; \$7 per 6' or 8' table, \$1 per folding chair
- Spaces filled on a first come, first served basis. You may rent more than one space, pending availability.
- Vendor sponsorships available: See Important Information sheet for details.

Table skirting, back and side curtains are available for rent through Expo Services, but are quite pricey; you may bring your own. You may use signs or back drops of any reasonable height. All your items must remain within your space. To hang or mount anything on the walls or ceiling (if your space has a wall), you must pay the facility people to do so after receiving our approval. Multiple space discounts are not available. We are not able to assist you in mass mailing before the show.

**Advertising** is available both in our professionally produced show book and by purchasing vendor sponsorships. Making a donation to our silent auction will give you additional exposure. Please direct your advertising requests to Mary Reed, 9601 Kinsman Rd., Novelty, OH 44072; phone 216-387-3509 or email [sunnimoor@roadrunner.com](mailto:sunnimoor@roadrunner.com).

**Timing:** You may begin setting up Friday, April 30th at 10:00 AM and must finish set up by Saturday 8:00 AM. The Buckeye Alpaca Show will end Sunday at 5:00 PM. All vendors are to vacate no later than 2 hours after the show has ended or by 8:00 p.m., whichever occurs first.

For your convenience, a contract is attached for you to sign and mail to me with your payment. We must receive your signed contract with full payment by **April 6, 2010** in order to reserve space for you. Please keep in mind that space is limited. We anticipate a sell out of vendor space and animal stalls. Do not hesitate to send in your contract. The event managers have the right to refuse or reject a vendor's registration form.

**Questions** and/or contracts should be directed to Mary Reed at [sunnimoor@roadrunner.com](mailto:sunnimoor@roadrunner.com) or call 216-387-3509. I will be happy to provide you with directions or further information.