# EXPO FLOOR APPLICATION
## 10x10' spaces
**Noblepalooza Expo**
**Saturday, March 20, 2027**
**10 AM – 2 PM**

**GENERAL CONTACT INFORMATION**

Company/Organization Name _____

Address _____ City _____ Zip _____

Phone _____Website _____

**BOOTH COORDINATOR CONTACT INFORMATION – *IMPORTANT:***

*NoblePalooza will send all instructions and related correspondence to this person, and they will be responsible for sharing instructions for the day of the event with anyone else who will be working the booth.*

Booth Coordinator's Name _____Email*_____

Mobile Phone – for text messages* _____ Other _____

**DESCRIPTION**

Why should attendees visit your booth?_____

_____

**WILL YOU DONATE PRIZE(S)?** *All Expo visitors will be given one chance (ticket) to win a prize. Items will be collected between 7:30 and 9:00 AM at the event and combined as needed to create a number of attractive door prizes. This activity provides us a more accurate participant headcount. You may hold your own prize drawings to collect leads at your booth as well. Will you contribute to our prize drawings?* ☐ Yes ☐ No

**BOOTH NEEDS**

*Each 10x0' expo floor booth space is $25, 1-2 chairs INCLUDED. You may bring more. Tables are NOT INCLUDED but are available to rent for $10 each. Rented 8' tables will be set up at your booth for you. Table covers are NOT INCLUDED.*

How many 8x8' marketplace spaces do you wish to reserve (Limit 1) $25 each **_$_____**

How many chairs do you want? ☐ One ☐ Two No charge

How many 8' tables do you wish to rent for your booth? $10 each **_$_____**

Do you require electricity for your booth/exhibit? ☐ No ☐ Yes, please explain why:

*Why?* _____

**TOTAL ENCLOSED .....: _$_____**

**RESERVE A SET-UP TIME WINDOW**

*A firm 15-minute window will be assigned to you within the timeframe you choose. An email confirmation will be sent prior to the event with detailed instructions for set-up and parking.*

☐ 3/19/27 - 1:00 to 3:00 PM ☐ 3/19/27 - 3:00 to 5:00 PM ☐ 3/20/27 - 7:30 to 9:30 AM

**NOBLEPALOOZA 2027 - EXHIBITOR/VENDOR EXPECTATIONS & REQUIREMENTS:**

1. ***NOTE THIS CHANGE FOR 2027*** – Due to limited space and high demand for local artisans and home-based vendors, marketplace booths will be limited to businesses that have merchandise to sell. Service businesses will need to apply for space on the Expo Floor (gymnasium).
2. Add thrivenoblecounty@gmail.com to your contacts and monitor the email you provided for communications ahead of the event.
3. Submit a completed booth application and payment by no later than two weeks ahead of event:

   *Pay electronically with application, or invoice, or make a check payable to "Community Learning Center".* Mail paper applications and checks to Community Learning Center, Attn: NoblePalooza, 401 E Diamond Street, Kendallville, IN 46755. Include a Certificate of Insurance or signed Waiver of Liability (provided in the application packet).

4. Help promote the Expo! NoblePalooza! Has a Page and Event on Facebook – invite your friends, share & cross-promote.
5. Wi-Fi will be available on site, but NoblePalooza does not guarantee connectivity; have a backup plan.
6. Actively engage attendees to learn more about your aspirations within Noble County through swag, handouts, videos, photos, etc. Use NoblePalooza to recruit new volunteers, investors, leaders, and others who may share your passion and want to explore how they can thrive with you!
7. Set up your booth at the time assigned. An email/text message will be sent ONLY to the person you named on your application as the Booth Coordinator. They are responsible for sharing this information with anyone else working your booth.
8. Tear down your booth between 2:00 and 3:00 PM, no earlier, please.
9. Respect and abide by all published rules and regulations of the host venue and organizers.
10. If you are unable to attend after applying, please call Lori at (260) 564-4556. Booths will sell out! Refunds will be issued by request and only for circumstances out of your control.
11. **QUESTIONS?** Please call Lori Gagen, event coordinator, at (260) 564-4556 or email thrivenoblecounty@gmail.com.

**OUR PROMISE TO YOU:**

1. Attendance for the public to NoblePalooza is FREE and the event has historically attracted 600+ people. Nominal booth and table fees cover only a portion of production costs.
2. Volunteers will be on hand to help you load in (and out). Chairs will be placed and removed for you. Rented tables will be set up and taken down for you.
3. We will communicate with your Booth Coordinator multiple times ahead of the event. Please make sure the email address provided is checked routinely – including SPAM – to stay informed.
4. We will follow up after NoblePalooza to seek feedback to learn and improve any future events planned.
5. We will be champions of all participating individuals and organizations who successfully illustrate the many ways that, together, Noble County thrives!

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**WAIVER OF LIABILITY**

In lieu of providing your organization's Certificate of Insurance, please sign to accept the following Waiver of Liability:

I _____, willingly participate in NoblePalooza at The Community Learning Center, 401 East Diamond Street, Kendallville, Indiana.

In consideration of the opportunity to participate in NoblePalooza:

I will not hold the staff, board, or volunteers of The Community Learning Center, Inc. or any of the partner organizations that are sponsors or otherwise involved in the planning and execution of NoblePalooza, responsible for any injury, which should occur to myself, and all others assisting me as an exhibitor or vendor, that is not due to the negligence of said staff, board, volunteers or partners. I understand that the staff, board, and volunteers of The Community Learning Center, Inc., and their partners in NoblePalooza, will do everything in their power to prevent such injury.

In addition, I agree to hold harmless The Community Learning Center, Inc., and their partners in NoblePalooza, from any damages, injuries of any kind or character incurred by any member of the public caused by any product distributed or sold by me.

_____
Exhibitor / Vendor Name

_____ _____
Primary Contact Printed Name Primary Contact Signature

_____
Date

www.noblepalooza.com