



Bloomington Housing and Redevelopment Authority

■ 1800 West Old Shakopee Road ■ Bloomington MN 55431-3027 ■ 952-563-8937 ■ FAX 952-563-4977 ■ TTY 952-563-8740 ■

Important Home Fair Information –

Please read carefully!

February 9, 2016

Dear Home Fair Exhibitor:

The City of Bloomington Home Improvement Fair is just around the corner! The Fair will be held on Saturday, February 20, 2016 at Bloomington Civic Plaza, 1800 West Old Shakopee Road.

- The fair runs from 9:30 a.m. until 2:30 p.m. There are two times when you may set up your booth: Friday evening, February 19 from 5:00 until 6:30 p.m. or Saturday morning from 7:00 until 9:15 a.m. If you choose to set up Friday evening, you must be completed by 6:30, and Saturday morning setup must be complete by 9:15 a.m.
- HRA staff will be on hand both days to direct you to your booth or answer questions.
- We are supplying every vendor with a curtained booth, table (unless you indicated that you do not need a table on your registration form) and chair. The booths are 10 feet in width (20 feet for doubles) and six feet deep. Please be sure to stay within those dimensions when planning and setting up your display.
- We will be providing vendors with a complimentary beverage (coffee or juice) and pastry, fruit or yogurt from 7:00 until 9:15 the morning of the fair. Tickets will be at your booth that morning and can be redeemed at the Bloomington United for Youth food counter located in the lobby.
- We expect someone from your company to be in attendance at your booth for the duration of the fair. No early breakdowns, please! Violators will not be allowed to participate in future fairs.
- PLEASE REMEMBER TO **BRING YOUR DOOR PRIZE DONATION WITH YOU** THE DAY OF THE FAIR! You may give it to any of the staff working that day. The drawing is held the week following the fair and prizewinners are notified by phone or letter. Please include a business card with your donation – we make a special effort to inform the winner the name of the vendor who donated their door prize.
- Enclosed is a double-sided sheet with two maps: one shows the three main doors where you can unload your display materials. (The east door has steps and a ramp; the two west doors do not have steps.) The other map shows vendor parking.
AFTER SETUP ON SATURDAY MORNING, WE ASK THAT YOU PLEASE MOVE YOUR VEHICLE TO THE PUBLIC WORKS PARKING LOT ON THE NORTH SIDE OF 98TH STREET (SHOWN IN RED ON THE MAP) NO LATER THAN 9:15 A.M. This will allow fairgoers the more convenient parking spots.
- More information on the Home Fair can be found on the City of Bloomington website at www.BloomingtonMN.gov/homefair.

We look forward to working with you in producing another successful Home Improvement Fair. If you have any questions, please call me at 952-563-8943.

Sincerely,

Bryan Hartman
Program Manager