



August 6, 2019

Dear Sir/Madam:

On behalf of the City of Meridian and our community partners, we would like to extend an invitation to you to join us at our Home Ownership Fair on Thursday, October 3, 2019 from 2:00 until 7:00 p.m.

This FREE Exhibition will give your organization a chance to present your services to

- current home owners
- potential home owners
- renters

Please join us in showing that Meridian cares about the people who live and work in Meridian and knows the value that home ownership brings to our community. Simply complete the enclosed Registration Form and return it by September 12th to City of Meridian Community Development, P.O. Box 1430, Meridian, MS 39302.

If you will be providing a door prize, please be sure to complete that portion on the registration for a booth. We hope to see you on Thursday, October 3rd.

Sincerely,

Laura Carmichael
Community Development Director

Enclosures



Home Ownership Fair

Thursday, October 3, 2019

2:00 – 7:00 pm

Tommy Dulaney Center

915 Highway 19 North – Meridian, MS



CITY OF MERIDIAN

Guidelines

Vendor Booth Space is **FREE** for participants.

Each booth will measure 10x10 square feet

Booths are for product/service displays and product/services may be sold

Tables, chairs, backdrops, table skirting, extension cords, etc. must be provided by the exhibitor.

Exhibit setup time is Thursday, October 3rd, between 8 AM and 12 PM. Fair begins at 2 PM

No exhibit shall be used for political purposes.

Exhibits must not be dismantled to any degree until closing time of 7 PM, Thursday, October, 3rd.

Exhibits may be dismantled Thursday, October 3rd, from 7-8 PM or Friday, October 4th, from 8-10 AM

Please return this completed registration form

BY MAIL

City of Meridian
Community Development
PO Box 1430
Meridian, MS 39302
(601) 485-1998

BY FAX

Fax completed form to 601-484-6813

BY E-MAIL

Send completed form to cassidyhines@meridianms.org

ONLINE

Registration options available at meridianms.org

BOOTH REGISTRATION – DEADLINE SEPTEMBER

Business Name _____

Type of Business _____

Mailing Address _____

City/State/Zip _____

Contact Person _____

Phone # _____

Email address _____

Will you be providing a door prize? (please circle)	Yes	No
Will you need electricity? (please circle)	Yes	No

HomeOwnership Fair
Sponsored by the
Meridian Housing Initiative
Meridian, Mississippi
Thursday, October 3, 2019

The Meridian Housing Initiative is a committee of local leaders, businesses and associations that seek to broaden the opportunity of home ownership. We believe that knowledge is key and we seek to bring together all entities, visions, and programs that help our citizens usher in the American Dream. Home ownership builds pride in the community and has a lasting economic impact for our area.

LOCATION: Tommy Dulaney Center – 915 Highway 19, Meridian, MS

DATE & HOURS: Thursday, October 3, 2019 2:00 PM – 7:00 PM.

REGARDING HOURS: We are targeting our audience to those who are employed and we have considered shift hours so please see the importance of the **after 5 PM hours and keep booth open until 7 PM.**

GENERAL GUIDELINES

BOOTH INFORMATION:

- All booths will be 10' by 10'
- Booths should be occupied the entire time of the event and should not be dismantled until closing time 7 PM. Exhibits may be dismantled Thursday, October 3, from 7-8 PM or Friday, October 4th, from 8-10 AM
- Tables, chairs, backdrops, tables, skirting, extension cords, etc. must be provided by the vendor.
- Electricity is available, but outlets are limited. If you request electricity we will do our best to place your booth close to an outlet. You are not guaranteed a spot with electrical access so consider extension cords and power strips.
- Requests made for certain booths or booth placements are not guaranteed. We will do our best to honor requests and meet all needs based on a first come, first served basis.

REGISTRATION PROCEDURE: Please return the enclosed application as soon as possible. You will not be placed on the vendor list until we have received your application. A confirmation email will be sent as soon as application has been received.

ADVERTISING & PROMOTION: We are targeting first responders, military, teachers, healthcare workers and those who are in the home buying process now. We will also be using all other media for promotion to the public.

If you have questions or require any additional information please call the designated committee members:

Laura Carmichael (601) 485-1908

Tra Alford (601) 484-5206

Gina Giuliano (601) 696-2854

Betty Oltremari (601) 485-7113

Sheila Austin (601) 693-2800 ext. 228

Debbie Young (601) 693-1852