



Exhibitor Set-up Instructions Please Read All of the Following:

The Winter Park Community Center
721 W. New England Ave., Winter Park, FL 32789
Phone: (407) 599-3275 •• (Map is online at www.50PlusFYI.org)

**Door Prizes: Gift Cards, Baskets, Gift Certificates — New Approach!!!
For Extra Attention to Your Exhibitor Space**

Drawing will go to your table — 1-min Business Elevator Speech (opt.)

Please let us know by **Wed. Nov 6**, if you want to participate — a door prize (min. \$25 value—2 at \$15 for those with limits.) **E-mail description of your giveaways to Expo@50plusFYI.org & include:** Business name, contact info, brief description of your business, and the gift description.

****Get Special Attention at the EXPO: Bottled Water for attendees...**

Let us know if you are bringing bottled water for attendees. We will announce the exhibitors where bottled water is available. This is a valued service and a great way to ensure extra visits to your table!

Timeline: Nov 7, 2019, Thursday

8:30 a.m. — 9:15 a.m. — Set-up

— Exhibitors/Volunteers/Staff (Break room for exhibitors only is last door by west entry.)
(coffee/beverages and brunch/snacks)

9:30 a.m. — Vice Mayor performs opening ceremonies at the kiosk between the two ballrooms.

9:30 a.m. - 2:30 p.m. — EXPO

2:30 p.m. - 3:00 p.m. — Breakdown

Do not breakdown your exhibit before 2:30 p.m.

You will need to supply:

- flat table cloth for your 6-ft space
- packaged “snack-candy-cookie” give aways for attendees are suggested
- promotional products/hand outs for attendees

You will be provided two chairs and 6-foot table space.

(We are anticipating approximately 700 to 900 attendees.)

Save some promotional items for afternoon attendees. Warning—items tend to disappear if you put too many out.

Unloading and Parking: Very Important!!!!!!!!!!!!!!

You can use any of the entries/doors to unload.

See parking map attached — page 2!!!

You MUST park in the FREE parking garage at Pennsylvania and Lyman during the EXPO!!

Please unload and park your car at the garage (FREE.) It is a short walk back to the center.

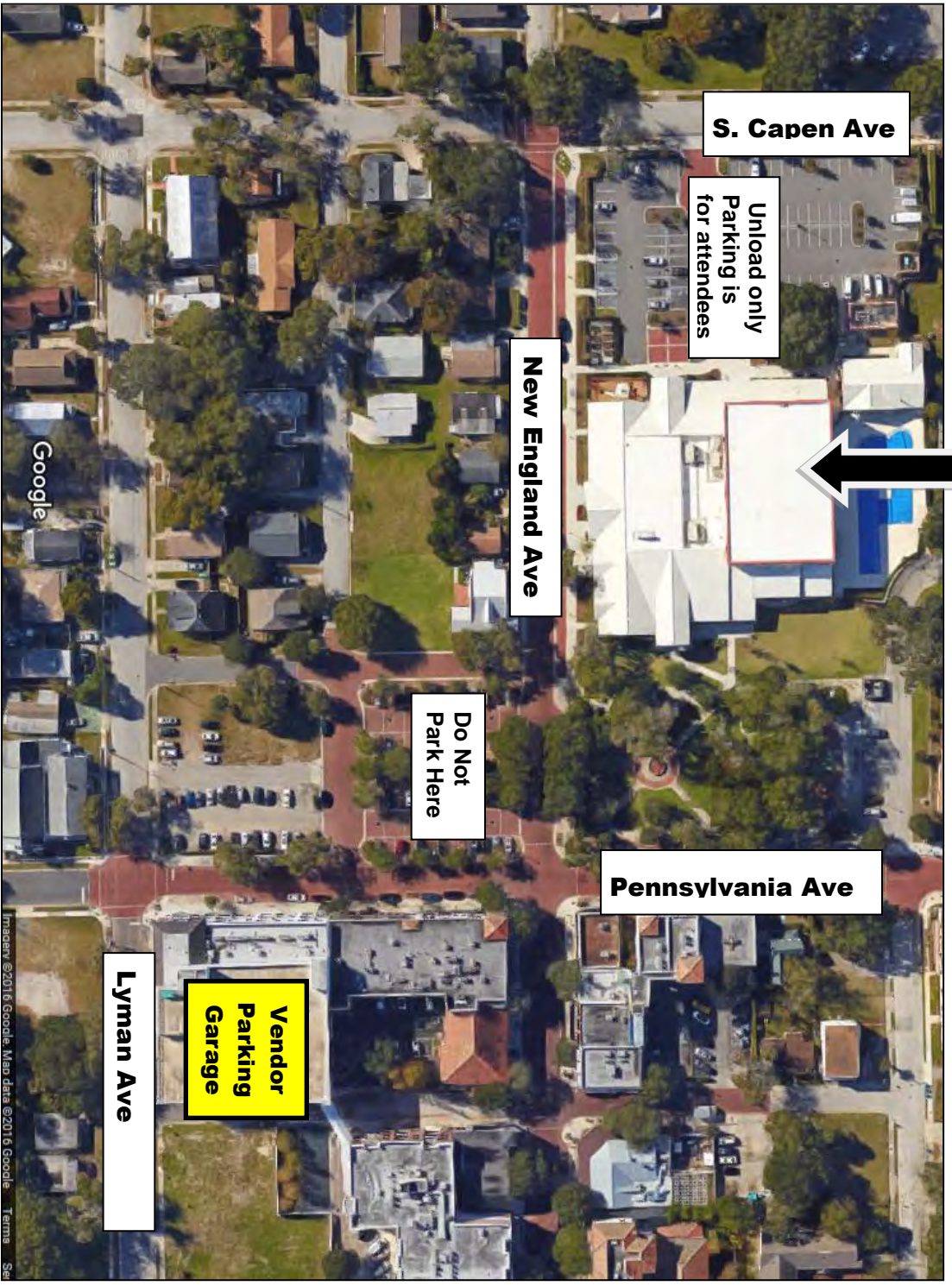
Our attending older adults need to be able to park in the spaces closest to the Community Center.

The parking on the west side of the building will be set up to accommodate more handicapped parking.

Please call Linda with any questions:

O: 407-265-0534 • C: 407-312-0534 • Linda@50PlusFYI.org

**Event @ Winter Park Community Center
721 W. New England Ave**



Please park in the garage on Lyman Street. (In the rear of the building that Dexter's is in.)
If you park in the facility lot or the lot on New England Ave, you take a parking spot from an attendee.