

Dear Casco Business Owner,

Thank you for your interest in exhibiting at the 7th Casco Business Showcase on Election Day, November 8, 2016! It will be a great opportunity to showcase your business, product or service to Casco voters.

As it is a Presidential Election year, the polls will be busy and we expect there to be lots of our neighbors stopping by the Business Showcase to see what Casco has to offer. It should be a very busy day of networking with several residents and other business owners! All business owners paying taxes to the Town of Casco are welcome to participate in this event despite their actual business location.



GUIDELINES

1. This year there will be **NO FEE** for your business to be included in the 2016 Casco Business Showcase. The Town of Casco has generously donated all of the associated costs for this event to encourage your participation in this marketing opportunity.
2. Allotted area for each business will be approximately 10 X 10 with standard 8 foot table and 2 chairs provided. All tables need to be covered. There are some table covers available if needed.
3. **FREE** Wi-Fi is available for use as needed.
4. All participating businesses are encouraged to set up their tables on Monday evening (November 7) from 5:00-8:00 pm. If this is not possible, you may set up between 7:00 - 8:00 am on Tuesday, November 8.
5. After unloading, please move your vehicle to the designated location which will be indicated.
6. You do not need to be present to participate. You may leave business information (Business Cards, Brochures, Menus, etc. on the "Business Information Table" or have a full table to set up your display. (We ask that you stay, or keep your materials there, the whole time.)
7. The Business Showcase will be open during voting hours, which are 8 am to 8 pm. It is not mandatory for you to be present for the entire 12 hours under the following conditions:
 - A. The Town of Casco will not be held responsible for any stolen business owner's property or products.
 - B. The Town of Casco will not be held responsible for any damages to business owner's property.
 - C. The Town of Casco will not be held responsible for any rearrangement of business owner's property.
8. Clean up of your area would be greatly appreciated at the completion of the event. Absolute deadline for clean up of your area must be completed by noon on Thursday, November 10th (No Exceptions).
9. Door prizes may be given away by individual participants but are not required.
10. You may sell your products, but no live animals or personal services will be allowed.
11. Children must be supervised at all times during the event.

GENERAL INFORMATION

- Advertising in the newspaper and at local venues will serve to heighten awareness of the event and will include a listing of participating businesses.
- A listing of businesses with a table display will be posted on the Town of Casco website providing an additional benefit of participation.
- Lunch and dinner will be available to order.

***Completed registrations must be received no later November 1st, 2016 to guarantee your table.**

Please Mail To:



Casco Community Center

Attn: Business Showcase

630 Meadow Road

Casco, ME 04015



COMMITTEE MEMBERS

Barbara York, Chairperson • Sue Durkee • Karen Lesniak • Terri Linnell • Craig Sharkey
