



# TALLAHASSEE LENDERS' CONSORTIUM

HOUSING COUNSELING - DEVELOPMENT  
DOWN PAYMENT ASSISTANCE - HOMEBUYER EDUCATION

**DATE:** March 4, 2011  
**TO:** 2011 Showcase Vendors  
**FROM:** Nicole Everett  
**RE:** Vendor Instructions for the 2011 Showcase

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1. Vendors can set up early at the Fairgrounds at **4 p.m.** on **Friday, March 11<sup>th</sup>**. Contact **Nicole Everett** at **222-6609 x101** for more info.
2. TLC will not be providing wifi/internet access at this event. The Fairgrounds uses Velocity Online (Roger) as their wireless vendor. Feel free to contact Roger about the wireless service they provide at 205-4638.
3. Report to Building 2 at the Fairgrounds and sign in, receive your table assignment and pick-up your **VENDOR FEEDBACK FORM** at the (front left side of **VENDOR REGISTRATION TABLE** building). **Vendor Hospitality** - (a light breakfast) will be available in the kitchen, located in the rear of the building.
4. **Set up will begin at 9:00 a.m.** and should be **completed by 9:45 a.m.** **All vendor tables must be set up and ready for the public by 10 a.m.**
5. Your table will be set up and marked with your company's name prior to your arrival. If you have trouble finding your table, return to the **VENDOR REGISTRATION TABLE** for assistance.
6. **THE FAIRGROUNDS DOES NOT ALLOW** nails, thumbtacks, staples, duck-tape, scotch tape, masking tape, glue or paint on floors, walls, or ceilings. **(USE BLUE PAINTERS' TAPE ONLY!!!)**
7. **PLEASE plan to have your table staffed and/or supplied the ENTIRE TIME of the Showcase 10:00 a.m. to 3:00 p.m.** Last year we had over 300 attendees and we are planning for more attendees this year!
8. Lunch will be available for sale by **Tallahassee Lenders Consortium** for **a nominal fee**. PEPSI PRODUCTS ARE THE ONLY SOFT DRINK PRODUCTS TO BE SERVED (SALE/GIVE AWAY) AT THE FAIRGROUNDS. **THERE ARE NO EXCEPTIONS!**
9. **Breakdown and clean up** will be **AFTER 3:00 p.m.** and all items **MUST be removed by 4:00 p.m.** on **Saturday, March 12<sup>th</sup>**.
10. Vendors are responsible for their own clean up. **Your area must be cleaned before departure!** Trash bags and garbage cans will be provided.
11. **DON'T FORGET TO COMPLETE and TURN IN YOUR VENDOR FEEDBACK FORM BEFORE YOU LEAVE.** We value your input.

**It is imperative that you follow these instructions to assist in the set up, breakdown and overall success of the event!**