

Caribbean Association of Midwest America
6291/2 West Howard Street * Evanston, IL 60202
773-604-1603
www.caribeilanz.com

February 2007

Dear Business Owner:

Welcome to the first Annual Caribbean Resource Community Fair. This Community Fair focuses on showcasing the people and cultures of the Caribbean and the countries of the West Indies.

This year, the event will be held on Saturday, May 5th at Truman College, located at 1145 West Wilson Avenue in the City of Chicago. Official Community Fair hours will be from 8:00 am to 4:00pm

Enclosed, you will find the Exhibitor Application. We are hoping to present a variety of different Caribbean businesses and services; therefore it is necessary that you accurately inform us of what you are intending to exhibit. A complete description of your business or service must be included along with your application.

All applications are subject to approval and receipt of your application does not signify acceptance. Only the exhibitor applying for a booth space is allowed to occupy the given space. No other exhibitor is allowed to occupy the same space without prior permission from the Community Fair Committee. If this occurs, the exhibitor on the application will be asked to leave and no refund will be given.

It must be understood that any items sold from the Exhibitor booths must be of high quality and/or culturally identifiable. The Exhibitor Venue is strictly for selling or displaying your product or services, NO medical or therapeutic services will occur in this area.

Also, NO plants or greenery will be accepted. If such mentioned items (medical/therapeutic services or plants) are sold, we will ask the vendor to leave and no refund will be given.

In addition, it is also important that you MUST obtain a Food Handler's Permit and/or your Business Registration from the City of Chicago or the State of Illinois if you intend to sell or distribute food items. It is required for all City events and the City of Chicago has assured the Resource Fair Committee that they will be on the premises during the event.

Please remember the importance of your permit or business registration, as you will not be allowed to conduct any type of business at the Community Fair without it.

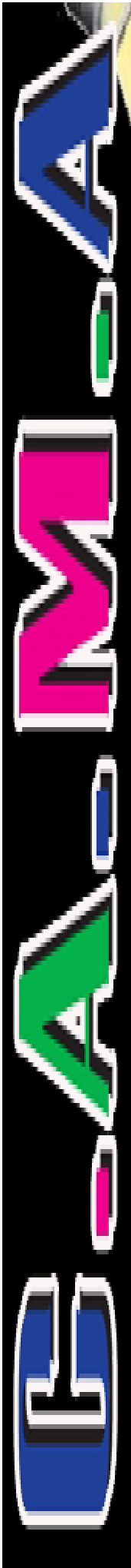
If you would like to participate in this year's event, please complete and return the enclosed Application No later than Friday, April 13, 2007 to:

2007 Caribbean Community Resource Fair
c/o Truman College – Office of Student Activities Room 1633
1145 West Wilson Avenue
Chicago, IL 60640
Attn: Linda Ford or Deon Lopez

Thank you for your cooperation and we look forward to hearing from you soon. If you have any questions, please feel free to contact me at (414) 793 – 7726 or via email at camaresoucefair@yahoo.com.

Sincerely,

Ieesha T. Robinson, Chairperson
Caribbean Resource Fair Committee





2007 Caribbean Community Resource Fair Exhibit Expectations

THE COMMUNITY RESOURCE COMMITTEE WILL:

1. Provide a 10' x 10' space (includes 2 chairs and 1 table)
2. Publicize the overall event through as many forms of media as possible.
3. Provide onsite promotion only for the duration of the Caribbean Resource Fair.
4. Determine location of booths.

ALL EXHIBITORS WILL:

1. Submit attached APPLICATION prior to Friday, April 13, 2007.
2. Any applications submitted after April 13th will be put on a waiting list.
3. Agree NOT TO SELL any other items except those, which have been approved by the Committee.
4. NO plants or greenery will be accepted. If selling of plants occurs, the exhibitor will be asked to leave and no refund will be given.
5. NO medical or therapeutic services are allowed in this area. If this occurs we will ask the exhibitor to leave and no refund will be given.
6. Only exhibitor on application is allowed to sell products in designated booth. No other exhibitor is allowed to occupy the same space without prior permission from the Resource Fair Committee. If this occurs, the vendor on the application and all vendors occupying the space will be asked to leave and no refund will be given.
7. Provide all materials and staffing necessary to set-up booth.
8. Items must be contained to booth area (NO items to be displayed on grounds outside of booth).
9. MUST attach a copy of Resource Fair "SELLER'S PERMIT" and post on booth
10. Provide clean up of assigned area.
11. Remove all equipment and merchandise at the conclusion of the event.
12. Provide staffing for booth during Caribbean Community Resource Fair.
13. Keep the booth open to patrons for the entire time of the Caribbean Community Resource Fair.