

Macalester-Groveland &  
Highland Area



To register and  
pay online go  
to: [http://tinyurl.c  
om/2018HIF](http://tinyurl.com/2018HIF)  
(paypal fees will  
apply)

**March 10, 2018**

Macalester-  
Groveland  
Community Council  
320 South Griggs St.  
Saint Paul, MN 55105  
Phone: (651) 695-4000  
[www.macgrove.org](http://www.macgrove.org)  
[mgcc@macgrove.org](mailto:mgcc@macgrove.org)

Highland District  
Council  
1978 Ford Parkway  
Saint Paul, MN 55116  
Phone: (651) 695-4005  
[www.highlanddistrict-  
council.org](http://www.highlanddistrict-council.org)  
[info@highlanddistrictc  
ouncil.org](mailto:info@highlanddistrictcouncil.org)

Dear Potential Exhibitor,

The 26<sup>th</sup> Annual Highland/Macalester-Groveland Home Improvement Fair will take place Saturday, March 10, 2018 at Cretin Derham Hall (550 South Albert Street) in Saint Paul from 8:30 AM to 1:00 PM. The Home Improvement Fair is one of our neighborhood's most popular events, bringing hundreds of area homeowners to attend and learn about your products, services, and/or educational efforts.

Register by filling out the enclosed application and returning it with the **\$175 exhibitor fee** to the Highland District Council (HDC) at 1978 Ford Pkwy, St Paul, MN 55116. **The fee for booths that require electricity is \$200 (\$175 exhibitor fee + \$25 for electricity = \$200 total cost).** Please note that electricity is *extremely* limited, so please only request electricity if it is absolutely essential to your presentation. Electricity will be made available on a first-come, first-served basis and each exhibitor is responsible for bringing a 25 foot extension cord. If we are unable to offer you electricity, your \$25 electricity fee will be refunded.

As an exhibitor you will receive the following:

- 1) Listing of your company/organization in the Fair's program that will be distributed to all attendees;
- 2) 8' wide x 6' deep booth space, including a 8' x 30" banquet table and up to 2 chairs;
- 3) Promotional announcement in the following publications:
  - *Villager* newspaper, distribution 64,000
  - Facebook: updates on a new Home Improvement Fair page and posts on the Macalester-Groveland Community Council and Highland District Council pages
  - Macalester-Groveland Community Council print newsletter, distribution 8,500
  - Highland District Council print newsletter, distribution 12,500
  - Posters displayed at local banks and businesses
  - Macalester-Groveland Community Council website ([www.macgrove.org](http://www.macgrove.org))
  - Highland District Council website ([www.highlanddistrictcouncil.org](http://www.highlanddistrictcouncil.org))
- 4) An opportunity to present a workshop to communicate the importance of services or products your company provides. Workshop space is limited and workshops will be chosen by the event organizers.

If you prefer to register or pay online we now have this option. Go to <http://tinyurl.com/2018HIF> for online registration (Paypal fees will apply).

The application deadline is **Friday, January 26, 2018**. Space is limited and applications are accepted on a first-come, first-served basis so don't delay!

Exhibitors will be notified of their status no later than Friday, February 9, 2018. For sponsorship opportunities, guidelines, applications, or other Home Improvement Fair questions, please contact [Kathy@highlanddistrictcouncil.org](mailto:Kathy@highlanddistrictcouncil.org).

Sincerely,

Kathy Carruth  
Executive Director  
Highland District Council

Britta Sherrill  
Community Organizer  
Macalester Groveland Community Council