

January, 2017

Dear Business or Community Leader:

The Tinley Park Community Resources Commission will once again be hosting the DISCOVER TINLEY Community Awareness Expo.

This event will be held on Saturday, April 8, 2017 at the **Tinley Park Convention Center, 18451 Convention Center Drive**, between the hours of **10:00a.m. and 3:00p.m.**

Each year DISCOVER TINLEY becomes larger and more popular with an estimated attendance of 3,000 to 5,000 residents of Tinley Park and the surrounding areas. We call this a Community Awareness Expo because our goal is to provide an opportunity for businesses and organizations to showcase the services available to our community.

As one of the best Expos in the Southland, this is an opportunity for a face-to-face meeting with members of our community to advertise your product or service. **Sales of any sort will not be permitted, with the exception of approved sales by non-profit organizations, nor will any political groups or campaigning be permitted during this event.**

For your convenience, forms for this event are enclosed. We ask that you take the time to read the information and return your form and payment early to ensure space at the Expo. We look forward to your participation. Follow up information will be sent by email when available or through the regular mail.

Questions or concerns, please contact us by email at [CRC@tinleypark.org](mailto:CRC@tinleypark.org) or call the information line at 708-444-5677.

**REGISTRATION DEADLINE IS 1:00 P.M. MARCH 25, 2017**

Sincerely,

Community Resources Commission

# DISCOVER TINLEY RESERVATION FORM

## Discover Tinley – April 8, 2017

NAME OF BUSINESS OR  
ORGANIZATION \_\_\_\_\_

**(This is how your name will appear on booth sign and program)**

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE (     ) \_\_\_\_\_

FAX (     ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

NAME OF CONTACT  
PERSON \_\_\_\_\_

ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

DAY PHONE # (     ) \_\_\_\_\_

EVENING PHONE # (     ) \_\_\_\_\_

**All booths are 10' wide x 8' deep with one 6' table and 2 chairs**

**APPLICATION TYPE: (Check application area)**

BUSINESS \$200.00\*\* \$ \_\_\_\_\_

\*\* TINLEY PARK CHAMBER OF COMMERCE MEMBER (Deduct 10%)

**If you are not a Tinley Park Chamber of Commerce Member,  
now is the time to join. Call (708) 532-5700**

VOLUNTEER OR NON-PROFIT ORGANIZATION \$60.00 \$ \_\_\_\_\_

**(No other discounts apply)**

ELECTRICITY (110v is available) for an additional \$75.00  
(Chamber discount does **not** apply)

\$ \_\_\_\_\_

**TOTAL FEES** (Form of Payment) Check made payable to the  
Village of Tinley Park OR Credit Card accepted only at the Village Hall

\$ \_\_\_\_\_

Send this form to:

**DISCOVER TINLEY**

c/o Village of Tinley Park  
16250 South Oak Park Avenue  
Tinley Park, IL 60477

Please provide a brief description of what you will be doing in your space.

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Does your business or organization have a costume character that can or will be present? Describe.

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**With the exception of Volunteer Organizations or Non-Profit organizations - No sales of any type are allowed on the exposition floor**

**Volunteer or Non-Profit Organizations**

If you would like to sell items for fund-raising for your organization, prior approval by the Community Resources Commission is required. Describe items to be sold and amounts that will be charged below.

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**No political groups or campaigning will be permitted at this event.  
Sales will not be permitted, with the exception of approved sales by non-profit organizations**

**Application deadline is 1:00p.m. March 25, 2017**

**There will be no additions or changes to printed materials  
after the deadline**

**ADDITIONAL AND FINAL INFORMATION WILL BE SENT TO CONTACT PERSON  
LISTED ON APPLICATION PRIOR TO  
THE EVENT AND UPON RECEIPT OF YOUR RESERVATION**

**Community Resources Commission  
Established 1973**

[CRC@tinleypark.org](mailto:CRC@tinleypark.org) or 708-444-5677.