

2024 Lifestyle & Health: Expo for Older Adults & Caregivers

VENDOR INFO AND GUIDELINES

Over 40 years ago, the Activity Center for Older Adults (ACOA) was managed by the Swanson Center Board of Directors until April 1, 2022, when The City of La Porte Park and Recreation Department took the reigns of the operation supported by a grant from the Health Foundation of La Porte.

The 2nd Annual Lifestyle & Health Expo is scheduled for Friday, September 27, 2024 at the La Porte Civic Auditorium from 9:00 a.m.—Noon (located at 1001 Ridge Street, La Porte, IN 46350). The proceeds from this annual event will support the ACOA. Our mission is to empower seniors and caregivers across Northwest Indiana with vital resources and services through the City of La Porte’s Senior Expo for Older Adults and Caregivers. Through the information, education, and connections provided at the expo, we build a stronger, healthier region, and more fulfilling lives.

Thank you for participating in this event, and we hope to see you at next year’s Expo. More info to come!

IMPORTANT DETAILS

- **Booth set up day is Thursday, September 26, from 9:00 a.m.—Noon.** No booths will be allowed to set up the day of Expo.
- Emily Archambault and committee members will be on hand to answer questions and give you your booth assignments. All booths are 1 table (8' x 2'6") w/ 2 chairs.
- **If you have a door prize that you will donate, please bring them to set up. Clearly label the prize and who has donated it so we can display it at our registration table.**
- Electricity is available for those who indicated the need on their registration form. It is recommended that those who requested electricity bring extension cords.
- Backdrops are allowed as long as they fit in the dimensions listed above and are free-standing.
- Materials, decor, props, etc. must fit within the booth size listed above.

DAY OF EXPO

- **Please arrive between 8:15 a.m.—8:30 a.m. sharp and have any final touches done to your booths before 8:45 a.m. Doors are advertised to open to the public at 9:00 a.m., however, we will be prepared to open by 8:45 a.m. for guests who arrive early.**
- Day of Expo, please park in the parking lot **off of Tecumseh Street** to ensure our guests don’t have far to walk.
- Food at the event is limited to guests only, however there will be water and coffee available for vendors.
- The Expo officially ends at noon. Do not tear down your booth until the final guest has exited the area to ensure everyone’s safety.

(Turn over)

- Vendors are encouraged to provide their own individual booth giveaways as well. You may invite guests to register for your drawing, or to be added to your mailing list. **To avoid confusion with door prizes, please contact winners after the Expo.**

****Please do not share or sell their contact information with any other booths, outside companies, or other people/groups.***

- If you see outside vendors (those not participating in the Expo with a booth or health screening) trying to solicit anyone, please notify our committee or volunteers immediately.
- We will have volunteers available to help you answer questions, and bring you coffee or bottled water. Please do not ask them to stand in for you at your booth.
- Volunteers will also be available to help guests carry items to their cars, guide them to speakers or screenings, etc.

We encourage you to share the Expo Graphic attached to this email and photos of your booths on social media during set up day and get people excited to attend! Please tag: The City of La Porte Park & Recreation Department and the ACOA in your posts.

*Thank you for participating in our 2nd Annual Lifestyle & Health Expo
We hope to see you again at next year's Expo!*

