

**MEMO**  
**May 20, 2022**

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**TO:**           Kirksville/Adair County Retailers, Restaurants and more . . .  
**FROM:**       Sandra Williams, Executive Director and  
                  Kirksville Area Chamber of Commerce Merchant's Committee  
  
**RE:**           New Student Welcome 2022

The Kirksville Area Chamber of Commerce Merchant's Committee is once again sponsoring the **New Student Welcome** for all incoming students from A.T. Still University, Truman State University, and Moberly Area Community College.

**The NEW STUDENT WELCOME this year will be held on**  
**Sunday, September 11<sup>th</sup> from 5-7 pm.**  
**Due to renovations at the courthouse, this event will take place once again at the**  
**Rieger Armory, 500 S. Elson Street**

- As a benefit of membership this opportunity is **FREE** to all Chamber member businesses.
- Other businesses or organizations are welcome to join us at a cost of \$50.
- **Registration is required for all participants**, please fill out the reverse side and return it to the chamber at Kirksville Area Chamber of Commerce, PO Box 251, Kirksville, MO 63501. Payment should accompany form for non-members.
- **Payment for non-members must be received prior to the event and is non-refundable.**

***You will be responsible for your own table, chairs, table covering, and any awning you use.  
You are also responsible for the cleanup of your booth area. This includes removal of all trash.***

- Please fill space along the sidewalks first, once they are full, businesses can set up behind those businesses, back to back, providing 2 rows for students to walk past. **Set-up on a first come basis after 3:30 pm.**
- Hy-Vee will be located in the little parking lot located to the left of the armory yard (Fillmore St – South side). Students will receive a hot dog meal when they show their student ID. Due to the large number of students in attendance, the hot dog meal will not be available to participating businesses and volunteers. We encourage you to provide refreshments for volunteers working your table.
- All vendors are to Park in the back parking lot, behind the armory.
- Only pre-packaged, single-serving style food items may be served.
- Vendors will not have access to electricity- battery-powered generators welcome.
- Vendors will set up along the sidewalks, so students can browse and interact with businesses while standing on the sidewalk.
- The restrooms located inside the venue will be unlocked- all other areas of the facility will remain locked and are off-limits.
- The DJ (KTRM Truman Media Network) will be set up just to the left of the building entrance as this is the only outlet available.

**To sign up, Fill out the form below & return by Friday, September 2, 2022 to the Chamber office.**

# New Student Welcome Registration

**Please include my business in the New Student Welcome & the activities listed below.**

**I understand I am responsible for my own table & chair, table coverings, awning, and any handouts.**

**I am also responsible for the cleanup of trash in my area.**

☐ We want to participate in New Student Welcome for Truman State University, A.T. Still University, & Moberly Area Community College students on **Sunday, September 11, 2022 (5-7 pm)**.

☐ We are unable to participate, please accept my donation of \$\_\_\_\_\_, to help with expenses, check enclosed.

## PLEASE CHECK ONE BOX BELOW

☐ I represent a Chamber member business.

☐ I represent a business that is not a Chamber member. Enclosed is my non-refundable check for **\$50** to participate. Check #\_\_\_\_\_

*If you'd like to discuss the benefits of Chamber membership, call 665-3766 to schedule an appointment to discuss it before returning this form.*

Contact Person\_\_\_\_\_

Business Name\_\_\_\_\_

Mailing Address\_\_\_\_\_

Phone number\_\_\_\_\_

Email address\_\_\_\_\_

Please list activities/games/or giveaways at your booth and any food items you plan to serve, so we can eliminate duplications. ***Any food given out (cookies etc.) must be individually wrapped.***

My business will provide the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Does your business offer Student Discounts? Please let us know & we will share the info with Students!**

I offer students: \_\_\_\_\_

\_\_\_\_\_

**Days of the Week the Discount is offered:** \_\_\_\_\_

**Please return form to Kirksville Area Chamber of Commerce, PO Box 251, Kirksville, MO 63501, fax to 660.665.3767, or hand deliver to 304 S. Franklin St, Suite 100, by Friday, September 2, 2022.**