

2022 PREMIER SPONSOR

EXPO Exhibit Space Contract

Location: Wayland Union Middle School – Wildcat Drive
Date: Saturday-October 1, 2022
Time: 10:00 am – 2:00 pm
Set-up: Friday, September 30, 5:00 pm – 7:00 pm * All exhibitors are to check-in at the front-entry registration table before setting up. All exhibits must be set up Friday night. All booths must be ready for judging by Saturday at 9:00 am. No exceptions.
Tear-down: Saturday, October 1, 2:00 pm – 3:00 pm
(Please...out of respect for visitors & other exhibitors, **no early tear-down allowed. Any exhibits taken down before the close of EXPO will be charged a \$50 early tear down fee**)



Contact Name: _____

Company / Organization: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Briefly describe the products, services, activities, special demonstrations (times?), drawings etc. offered at your booth:

I will need: Electricity _____ Wall Space _____

Requests are NOT guaranteed and will be issued on a first come basis with a paid in full reservation. Vendors must bring their own heavy duty, grounded (3 prong) extension cord.

PREMIER SPONSOR EXHIBITOR FEE (Chamber Members Only) (includes 10' X 10' Booth Space)

Wayland Area Chamber Member: \$500.00 Additional, adjacent space: \$125.00

Box Lunches _____ (First four included, \$10 each additional) Tables: _____ (First table included, \$10 each additional table)

Total Enclosed: _____ Please make checks payable to: Wayland Area Chamber of Commerce

Credit card payments - Please use the Paypal link on our website – www.waylandchamber.org (scroll to bottom of page)

I have read both sides of the contract, understand, and agree to follow the rules and regulations.

Signature _____ Date _____

Printed Name _____

The Wayland Area Chamber of Commerce would like to thank you for being a PREMIER Sponsor. Your PREMIER Package includes: One booth space (10x10)

- One complimentary 8' table to use
- Ability to hand pick your booth location (you will be contacted when the map is ready)
- Your business name and logo will appear on all reusable canvas bags passed out at the expo
- Your business name will appear on advertising materials
- Your business will be thanked by the DJ Service throughout the day
- Your business can write a brief commercial (100 words or less) for the DJ Service to announce throughout the day. Premier sponsors announcements will be announced a minimum of three times (while general exhibitors will be announced a minimum of one time).
- 4 Lunches delivered to your booth

Rules & Regulations: (Please keep a copy for your records)

1. All tables must be covered with a table cloth or table covering.
2. Items necessary for the set-up of each booth (table covers, tape, man-power, etc) are the responsibility of the exhibitor.
3. Each exhibitor must check in at the registration booth before set-up.
4. All booths must be set-up Friday – October 1 from 5:00 pm – 7:00 pm, NO exceptions!
5. All booths must remain up, and staffed during show hours, until the close of EXPO.
6. No tape, or other products that leave a residue, are allowed on the floors.
7. No early tear-downs allowed. A fee of \$50 will be assessed for tear-downs prior to 2:00pm on the day of Expo.
8. No flammable material of any kind.
9. Displays must be *professional quality*.
10. All displays and personal items must be removed no later than 4:00 pm on the day of Expo.
11. Exhibitor opportunity ends when all available booth spaces are reserved and paid in full.
12. Specific booth spaces & requests are not guaranteed.
13. The day of the EXPO, exhibitors must park at the Wayland Union School Bus Garage (located just south of the Middle School). Vendor shuttle service will be provided. Please watch for designated vehicles.
14. NO sharing of booth spaces – One business per booth space.

Standard security measures for Wayland Union Schools will be taken Friday evening to Saturday, however neither the Wayland Area Chamber of Commerce, nor Wayland Union Schools shall be held responsible for any items left, lost, or stolen at any time in connection with EXPO.

Exhibitor understands that the Wayland Area Chamber of Commerce, as coordinators of EXPO, is solely responsible for assigning booth space and may modify assignments, rules or regulations necessary for the successful operation of EXPO.

Spaces are limited, Register early for guaranteed booth space!

Return to: Wayland Area Chamber of Commerce
117 S. Main-Suite #6 – Wayland, MI. 49348
Or fax application to: 269-509-4512

Visit the Chamber website for more EXPO information! www.waylandchamber.org or call 269-792-9246

D.J. Service will return to this year's expo. As a Platinum Exhibitor, you have the opportunity to write a brief announcement for your business/expo booth. During the expo, the D.J. will announce your announcement a minimum of three times. Your commercial must be under 100 words and be emailed to Karyn Boyd at ktkboyd@comcast.net no later than September 20. Please type **EXPO COMMERCIAL** in the subject line.