

Artist/Crafter Exhibitor Contract

West Michigan's Best Chamber Expo

(handmade items only, not intended for MLM businesses.)

MLM businesses can register using a general vendor registration form)



bringing businesses & community together

Location: Wayland Union Middle School
Date: Saturday-October 7, 2023 (**FREE** stocked *Vendor Lounge* beginning at 8:00am with a power networking continental breakfast and free snacks throughout the day)
Time: 10:00 am – 2:00 pm
Set-up: Friday, October 6, 2023, 5:00 – 7:00 pm * All exhibitors are to check-in at the front-entry registration table before setting up. All exhibits must set up Friday night with last minute set up from 8:00am-8:45am on Expo Day. Crafters/Artist's booths are not eligible for the business booth judging.

Tear-down: Saturday, October 7, 2:00 pm – 3:00 pm
(Please...out of respect for visitors & other exhibitors, **there is no early tear-down. 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 like to request: Electricity _____ **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.**

EXHIBITOR FEE (10' X 10' Booth Space)

General Booth Fee: \$50.00

Optional Box Lunches _____ (\$10 each) Optional 8' Tables: _____ (\$10 per 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 _____

Please see additional information on the back

For office use only:

Date received: _____ Amount: _____

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

This is a professional event. To keep standards high for all who attend, please review the following rules.

1. All tables **MUST** be covered with a table cloth or table covering that goes to the floor.
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, during set up hours of 5:00 pm – 7:00 pm, or Saturday between 8:00am-8:45am.
5. All booths must remain up, and staffed during show hours, until the close of EXPO.
6. Tape is not allowed on school walls/floors.
7. No early tear-downs allowed. A fee of \$50 will be assessed for tear-downs prior to 2:00pm on Expo day.
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 date 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, all exhibitors must park in the parking spots farthest back from the school entrance to allow our guests convenient parking. If you need handicapped parking, there will be extra spots available for those who need it.
14. **NO sharing of booth spaces – ONE vendor per booth space**.
15. No refunds allowed.

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 general exhibitor, you have the opportunity to write a brief announcement/commercial. During the expo, the D.J. will announce your commercial at least one time. Your commercial should be 2-3 sentences only and be emailed to Karyn Boyd at ktkboyd@comcast.net no later than September 25th. Please type **EXPO COMMERCIAL** in the subject line.