



### **Show Location**

Charlotte High School  
378 State Street  
Charlotte, MI 48813

### **Show Days & Hours**

Saturday, April 14<sup>th</sup> 9 am – 5 pm  
Sunday, April 15<sup>th</sup> 10 am – 3 pm  
Sunday, April 15<sup>th</sup> 3 pm – 6 pm Tear Down

### **Advertising**

Billboards, Internet, Social Media,  
Television, Newspaper, Signs, Flyers, &  
More!

### **Exhibit Space Fees**

Discounted booth prices for Charlotte  
Chamber of Commerce & LOCALS in  
Business Members

### **Registration with Payment before 2/1/2018**

Main Floor (10x10/10x8) **\$375.00**  
Chamber/LOCALS Member **\$200.00**

### **Registration with Payment after 1/31/2018**

Main Floor (10x10/10x8) **\$400.00**  
Chamber/LOCALS Member **\$225.00**

### **ONLY 1 Business per Booth**

*Prior Chamber Membership is not a requirement. You are entitled to the discounted price if you join the Chamber of Commerce at the same time as you register for your booth.*

### **Booth Space Includes**

Security  
10x10 or 10x8 space  
**Electricity** (provided free within 25 ft. of booth)

### **Insurance**

Participants are required to provide an Acor Certificate of Liability Insurance. This covers liability for exhibit contents, personnel and show guests within the exhibit space. The certificate must include the Charlotte Area Chamber of Commerce as additional insured. The insurance limits should be a minimum of \$300,000 per occurrence for property damage and bodily injury. **Exhibitors will be required to have proof of insurance before Move-In. NO EXCEPTIONS!**

### **Exhibitor Parking**

Parking will be on the south side of the High School.

### **Move-In Schedule**

Friday, April 13<sup>th</sup> 7 – 9 pm  
Saturday, April 14<sup>th</sup> 7 – 9 am

### **Move-Out Schedule**

Sunday, April 15<sup>th</sup>, starting **ONLY** after the show ends at 3 pm.

### **Exhibitor Documents Online**

[www.micharlotte.org](http://www.micharlotte.org)  
Email: [eatoncountyexpo@gmail.com](mailto:eatoncountyexpo@gmail.com)

### **Cancellations**

Cancellations after February 28<sup>th</sup> will be charged a \$50.00 processing fee.

All applications, payments, and proof of liability insurance must be received by April 9, 2018.

## Exhibitor Application/Contract (General)

Company \_\_\_\_\_

Featured Products/Services in Booth (required) \_\_\_\_\_

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

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email (required) \_\_\_\_\_ Email (required) \_\_\_\_\_

Business Address/City/State/Zip \_\_\_\_\_

Name of person responsible for set-up \_\_\_\_\_ Tear Down \_\_\_\_\_

### **Booth Space**

*See Floor Plan in Exhibitor Packet*

Exhibit Space Request (See floor plan, subject to availability) Choose 2 options per section.

1<sup>st</sup> Choice \_\_\_\_\_, \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_, \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_, \_\_\_\_\_

### **Minimum Contract Terms**

*Note: This application becomes a binding contract when signed by both parties.*

Returning Vendor who has paid "Save My Booth" deposit by 9/30/2017

Balance Due for 1 <sup>st</sup> booth space (Full cost \$175 – deposit)	= \$ _____
Balance Due for 2 <sup>nd</sup> booth space (\$100)	+ \$ _____
Premium Corner booth fee (\$50 per corner booth)	+ \$ _____

Chamber of Commerce or LOCALS in Business Member = \$225 (\$200 before 2/1/2018) = \$ \_\_\_\_\_

*Join the Charlotte Chamber of Commerce now and receive this discounted rate and many other benefits of Chamber membership! Prior membership is not required.*

Eaton County Home & Business Expo participant = \$400 (\$375 before 2/1/2018) = \$ \_\_\_\_\_

Premium Corner Booth Fee = \$50 per corner booth + \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

*All checks should be made **payable to Locals in Business** and mailed to "Eaton County Home & Business Expo, P.O. Box 369, Olivet, MI 49076." All reservations are not secured until payment and insurance certificate is received. The Business Expo Committee reserves the right to reject businesses that do not have a good standing with the Better Business Bureau and customers in Eaton County. The undersigned exhibitor agrees that this Application/Contract has been read and that the terms and conditions set forth therein are fully understood and shall constitute a binding contract when this is signed by both parties.*

Accepted By:

Exhibitor Acceptance By:

x \_\_\_\_\_  
Expo Committee Member

x \_\_\_\_\_  
Authorized Signature—Exhibitor

Date: \_\_\_\_\_

# Request for Insurance Certificate

Instructions: All Exhibitors shall present the Chamber an Acord Certificate of Liability Insurance with the Charlotte Chamber of Commerce named as a certificate holder for the Eaton County Home & Business Expo. This is not additional insurance; it is a certificate verifying you have commercial general liability insurance coverage. Your insurance agent will be familiar with the process. **For your convenience, you may email/drop off the form below to your insurance agent who will then provide the certificate directly to the Chamber of Commerce.**

To: \_\_\_\_\_  
(Your Insurance Agent)

Email: \_\_\_\_\_  
(Your Insurance Agent)

From: \_\_\_\_\_  
(Print your company name here)

Phone Number: \_\_\_\_\_  
(Print your phone number here)

## **Subject: Request for Acord Certificate of Commercial General Liability Insurance**

We are participating in the 2018 Eaton County Home and Business Expo hosted by the Charlotte Chamber of Commerce and LOCALS in Business. The show dates are April 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, 2018. Please provide an Acord Certificate of Liability Insurance coverage.

Please email or mail the Acord Certificate, listing the Charlotte Chamber of Commerce as the certificate holder and listing the liability amounts and expiration dates for our company. **The Acord certificate shall endorse the Chamber indicating that the exhibitor has commercial general liability coverage of not less than \$300,000 per occurrence for bodily injury and property damage.**

**Hosted By:**  
Eaton County Home & Business Expo Committee  
PO Box 369  
Olivet, MI 49076

**Show Location:**  
Charlotte High School  
378 State Street  
Charlotte, MI 48813

Please mail to Eaton County Home & Business Expo, P.O. Box 369, Olivet, MI 49076

Or Email to: [eatoncountyexpo@gmail.com](mailto:eatoncountyexpo@gmail.com)

Questions: Call (269) 223-2848



# BOOTH LAYOUT

Permitter Spaces are 10 ft x 10 ft

Inside Spaces are 8ft x 10ft

★ Premium Corner Booth

Section 1   Section 2   Section 3

Please Choose 2 options per section and indicate them on your application.

HS Main Offices

Main Entrance

