



#BREXPO19

Dear Prospective MECOSTA COUNTY COMMUNITY & FAMILY EXPO! Exhibitor:

Plans for the 2019 Expo are well under way, and we hope you will be joining us on **April 27, 2019**. This packet includes all the information you'll need to complete and submit your Exhibitor Agreement to reserve a booth.

For the past 12 years the Mecosta County Area Chamber of Commerce and Great Start Collaborative have come together to bring you the Mecosta County Community & Family Expo, and the Committee is very excited about 2019's prospects.

We will be returning to the **Big Rapids Middle School at 500 Warren Avenue in Big Rapids**. Last year's event showcased over 100 exhibitors to over 3,000 attendees. If you have something special or unique (products and/or services) you can offer the consumer, please market that before and during the Expo! The Mecosta County Community & Family Expo is not a success without you and in these difficult economic times we need to support each other in order to survive.

Be sure to read your packet for complete information to ensure proper booth set up. **IMPORTANT DEADLINE:** To be included as a vendor in the marketing, exhibitor agreement and payment in full must be received by **04/15/2019**. The earlier you register, the more promotion you receive.

If you are interested in becoming a Mecosta County Area Chamber of Commerce Member, now would be a great time to do so. Members pay a lower booth fee and are informed of our plans early. If you have any questions, or would like more information, please call (231) 796-7649 or email events@mecostacounty.com.

Best wishes,

2019 Community & Family EXPO! Committee

2019 MECOSTA COUNTY COMMUNITY & FAMILY EXPO!

EXHIBITOR AGREEMENT REQUIREMENTS SECTION

BOOTH ASSIGNMENTS – Booths will be assigned to Exhibitors on a first come first served basis upon MCACC's receipt of a: **A.)** completed Exhibitor Agreement, and **B.)** 100% booth fee payment. We will make every reasonable effort to accommodate Exhibitor booth selection preferences. Booth assignments may be altered by MCACC for the betterment of the EXPO!

Payments are non-refundable unless MCACC is unable to provide the booth space requested. Full payment must be received by MCACC April 15, 2019; otherwise, the booth space is subject to forfeiture.

1. **BOOTH EXHIBIT SPACE AREA** – Exhibits are to be self-supporting and contained within the contracted booth space area. No raw or unfinished edges are to show to the aisles from any view. One 6' table are provided. Two chairs will be provided if requested. Be sure to mark the application properly. You may bring your own table but as stated before no raw or unfinished edges are to show to the aisles from any view. **Table covering is required but not provided free of charge.** Any height, width, weight and/or depth variance request must be pre-approved by the EXPO! Committee.

No balloons or alcohol allowed!

ELECTRICAL SUPPORT – 110 volt electrical service may be available to you. Exhibitors are responsible for providing their own electrical cords and other electrical devices. If you **require electricity** there are limited booths that are available to you for a non-refundable fee. Only booths on the outer perimeter of the gym can accommodate electricity.

2. **FOOD GIVEAWAYS AND SALES** – The sale or giveaway of **food and drink is strictly prohibited** without prior approval by the EXPO Committee. However, wrapped candy is acceptable to giveaway without prior approval.

3. **EXHIBITOR DISPLAYS** – Only one Exhibitor is to exhibit and present within a contracted booth space area. Booth space cannot be sub-leased or given away to another Exhibitor without the prior written approval by the MCACC Committee. Exhibitor display items are restricted to be within the booth space.

4. **BOOTH SET UP AND TEAR DOWN TIMES** – Exhibitors may set up booths on **Saturday, April 27, 2019 between 7:30 a.m. and 8:30 a.m.** Booths must be completely in place and set up by **8:30 a.m.** and they are to remain intact until the close of the EXPO at **1:00 p.m.** Exhibitors have until **2:00 p.m.** to remove contents from the building.

5. **BOOTH STAFFING AND SECURITY** – Booths must be staffed during all EXPO hours. The MCACC and Big Rapids Public Schools / Middle School assume no responsibility for theft or damage of exhibitor property. All Exhibitor property is the responsibility of the Exhibitor. Only Exhibitor staff is allowed to enter EXPO prior to EXPO public entrance times.

6. **EXHIBITOR PARKING** – Exhibitor personnel are to **park behind Middle School.** This will allow attendees better access to the EXPO.

7. **EXHIBITOR RAFFLES AND GIVEAWAYS** -- Exhibitors are encouraged to offer raffles and giveaways at the event. If you would like your winners announced at the event, we are happy to do so. Please just let us know prior to the event the details of your raffle and your winners will be announced when necessary. Again, no **alcohol is allowed.**



Exhibitor Agreement

Mecosta County Community & Family EXPO!
127 South State Street
Big Rapids, Michigan 49307

Phone: 231.796.7649
Fax: 231.796.1625
Email: events@mecostacounty.com
Website: www.mecostacounty.com

Location: Big Rapids Middle School, 500 North Warren

Exhibit Date: Saturday, April 27, 2019 **Time:** 9 a.m. to 1 p.m.

Exhibitor Business Name _____

Contact Person _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Products or Services to be exhibited _____ #of booth/s requested _____

Other Opportunities

_____ **Co-Sponsorship \$350.00 (includes logo on all printed marketing materials, including event flyer, banner displayed on-site and mentions throughout the event. Sponsorships are limited.)**

_____ **Entertainment Stage Sponsorship \$500.00 (CONTACT 231-796-7649 FOR MORE INFO)**

YOUR REGISTRATION FORM AND PAYMENT MUST BE SUBMITTED TOGETHER

Table Size Options (PLEASE FILL OUT PROPERLY):

8' x 8' Booth w/ 6' Table Top):

MCACC Member: # of Booths _____ x \$100 ea. = \$ _____

Non-Member: # of Booths _____ x \$200 ea. = \$ _____

Table Cover and Skirt: # of Covers _____ x \$10 ea. = \$ _____

Electricity 110 volt \$25 = \$ _____

Additional Table # Tables _____ x \$25 ea. = \$ _____

Lunch Vouchers # Lunches _____ x \$5 ea. = \$ _____

Wireless Internet Access (no charge)

Total Amount Due: \$ _____

**YOUR PAYMENT MUST BE INCLUDED WITH THIS APPLICATION*

Giveaway/raffle details if applicable:

Vouchers are valid toward the purchase of BRPS cafeteria items and hold no monetary value. If your total purchase amount is greater than \$5, you are held responsible for the difference in cost. Vouchers are good for only one visit, regardless of amount purchased.

I acknowledge I have read this Agreement and hereby agree to comply with all its terms stated in the Exhibitor Agreement Requirements included in this packet.

I also understand that must exhibit area must be evacuated by 5:00 p.m. on April 27, 2019.

Signature _____ Title _____ Date _____

Please return a signed copy of this Agreement with your payment to reserve your booth. Payments are non-refundable unless MCACC is unable to provide a booth space. Otherwise the payment and booth space are subject to forfeiture. We will make every reasonable effort to assign booth requested. Booth assignments may be altered by MCACC for the betterment of the EXPO, and we will make every reasonable effort to accommodate Exhibitors.

2019 Mecosta County Community and Family EXPO! Sponsors



The Mecosta County Area Chamber of Commerce and the Great Start Collaborative proudly present the 14th Annual Mecosta County Community & Family EXPO! Our goals are to:

- Spotlight area businesses, organizations, churches, municipalities and schools to other businesses and the public.
 - Increase the community's awareness of the products and services that are sold, provided and/or manufactured in the greater Mecosta County area.
 - Give exhibitors an opportunity to increase their exposure to the community with a fun family experience.
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- **Over 125 Booths Available**
 - **Indoor Displays**
 - **Mascot Dance-Off**
 - **Live Entertainment Stage**
 - **FREE! FREE! FREE! FUN!**
 - **Hands-on Activities**
 - **Great Start Family Fun Day!**
 - **Touch a Truck**
 - **Project Connect**
 - **Princess Party**
 - **Life Jacket Drive**