



bringing businesses & community together

2017 "Taste of the Chamber" FOOD COURT EXPO CONTRACT

Location: Wayland Union Middle School – Wildcat Drive, Wayland
Cost: **FREE** – For "Taste of the Chamber" Vendors
Date: Saturday-October 7, 2017
Time: 10:00 am – 2:00 pm
Set-up: Friday, October 6, 2017 5:00 pm – 7:00 pm*
Saturday, October 7, 2017 from 8:00 am – 9:00 am* (**FREE** stocked *Vendor Lounge* beginning at **8:00am** with a power networking continental breakfast and free snacks throughout the day)

* All exhibitors are to check-in at the front-entry registration table before setting up.

Tear-down: Saturday, October 7, 2017 from 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**)

After reading the following rules and regulations, please fill out and return the signed contract.

Contact Name: _____

Exhibitor Company / Organization: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Briefly list what samples will be handed out as well as any give-a-ways or contests you will be having at your booth:

I will need: Electricity _____ Wall Space _____ Water Access _____

Exhibitors needing electricity must bring their own heavy duty, grounded (3 prong) extension cord.

TOTAL Tables: _____ (up to two for no charge, then \$10 per table) Box Lunches _____ (\$7 each)

Total Enclosed: _____

Requests are not guaranteed and will be issued on a first come basis.

I have read both front and back of the registration, understand, and agree to follow the rules and regulations.

Signature _____ Date _____

Printed Name _____

Please see additional information on the back

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

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 6 from 5:00 pm – 7:00 pm. Last minute items can be brought in on Saturday – October 7 from 8:00 am – 9:00 am. Food Court vendors may set up Saturday at 8:00am and must be set up by 9:30 am.
5. All booths must remain up, and staffed during show hours, until the close of EXPO.
6. NO tape of any kind is allowed on school walls or floors.
7. No early tear-downs allowed. A fee of \$50 will be assessed for tear-downs prior to 2:00pm.
8. No flammable material of any kind.
9. All tables must be covered with a table cloth or table covering.
10. Displays must be *professional quality*.
11. All displays and personal items must be removed by October 7 no later than 4:00 pm.
12. Exhibitor opportunity ends when all available booth spaces are reserved and paid in full.
13. Specific booth spaces & requests are not guaranteed.
14. The day of the EXPO, exhibitors must park at the Wayland Union School Bus Garage (located just south of the Middle School). Shuttle service will be provided.
15. 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.

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 for your business/expo booth. 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 kboyd@itctransco.com](mailto:kboyd@itctransco.com) no later than Friday, September 22nd. Please type **EXPO COMMERCIAL** in the subject line.