



# 2018 EXPO Exhibitor Contract

*West Michigan's Best Chamber Expo*

**Location:** Wayland Union Middle School  
**Date:** Saturday-October 6, 2018 (**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 5, 5:00 – 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 6, 2018 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 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.*

### EXHIBITOR FEE (10' X 10' Booth Space)

Wayland Area Chamber Member: \$150.00  Non-Member: \$225.00

Additional, adjacent space: \$125.00  Non-Member: \$175.00

Box Lunches \_\_\_\_\_ (\$7 each) Tables: \_\_\_\_\_ (\$10 per table)

**Total Enclosed:** \_\_\_\_\_ Please make checks payable to: Wayland Area Chamber of Commerce

Credit card payments - Please call the chamber office at 269.792.9246.

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)**

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, during set up hours of 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. We are limited as to the type of tape allowed on school walls/floors. No tape or other products that leave a residue are allowed.
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 at the Wayland Union School Bus Garage (located just south of the Middle School). Vendor shuttle service will be provided. Please watch for designated "Shuttle" vehicles.
14. NO sharing of booth spaces – One business/company/organization 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](http://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 September 22<sup>nd</sup>. Please type **EXPO COMMERCIAL** in the subject line.