



Grayling Chamber Business Expo

Thursday, April 20, 2017

3:00 – 4:00 p.m. – VENDORS ONLY

4:00 – 7:00 p.m. – Open to Public

Ramada Inn of Grayling

Exhibitor Registration Form

Exhibitors receive:

- Exposure to a large crowd of business people and local residents (*last year brought in 100 vendors & 700 visitors*)
- Vendor space with 1 table and 2 chairs (**vendor must provide own table covering/skirting and signage**)
- An hour dedicated to Vendor-to-Vendor Networking prior to event opening to public (3:00 – 4:00 p.m.)

Rules / Set-Up / Tear Down:

One organization per booth – no sharing. **Set up time:** Thursday, April 20th from 10:00 a.m. – 2:45 p.m. **Must be set up and ready to exhibit by 3:00 p.m.** Booth must be staffed from 4:00–7:00 p.m. (*we recommend two staff per booth to allow for breaks and mingling*). You may not tear down your booth before 7:00 p.m. **Tear down times:** 7:00-8:00 p.m. **Check in at north end of building for booth #.**

PLEASE ENCLOSE CHECK WITH APPLICATION (SIGN BACK) OR INCLUDE CREDIT CARD INFO BELOW:

*** Registration Deadline is April 10, 2017.** No refunds after April 14, 2017. Registration is complete when full payment is received. We reserve the right to refuse any application. **Space is limited and we sell out each year, so we recommend that you reserve your space ASAP.**

BOOTH RENTAL RATES:

Fee includes 1 table (6 ft.) and 2 chairs (**Vendor must provide own table cover/skirting and signage**)

- **CHAMBER MEMBER BOOTH - \$80 per vendor space** (approx 8x8) \$ _____
- **NOT-YET-MEMBER BOOTH - \$160 per vendor space*** (approx 8x8) \$ _____
*(*Non-Yet-Members: if you join the Grayling Chamber prior to the event or by May 1, 2017, we will deduct the \$80 difference from your first year's Chamber Membership dues).*
- **Electricity Needed? - \$10** YES ___ NO ___ \$ _____
If Electricity needed, what for? _____

TOTAL ENCLOSED \$ _____

- **Special Requests / Notes:** _____

**Please note that all door prize drawings must be run at vendor's own booth – Chamber will not be running one this year*

Business _____ Contact Name _____
 Address, City, State, Zip _____
 Phone _____ Fax _____ Email _____
 Credit Card# _____ Exp. _____ CV2 Code _____ Name on card _____
 Billing Address _____ Zip Code _____ Total \$ _____ Signature _____

RETURN APPLICATION TO: Grayling Regional Chamber of Commerce, P.O. Box 406, Grayling, MI 49738, or fax to 989-348-7315 (if faxing application, please note that check/payment must be received by April 10, 2017).

QUESTIONS: 989-348-2921 / info@graylingchamber.com / www.graylingchamber.com

Indemnification and Release (Must sign to participate)

Exhibitor shall pay all costs and expenses arising from, and hereby expressly releases the Grayling Regional Chamber of Commerce (Chamber) and Ramada Inn of Grayling from any and all liability for, any injury, damage, or loss to any person or property which may arise from Exhibitor's rental and occupation of exhibit booth space at the Expo. Exhibitor further hereby agrees to hold and save the Grayling Regional Chamber of Commerce and owners of Ramada Inn of Grayling harmless from any loss or damage arising out of or in connection therewith, including, without limitation, the damaging or defacing by Exhibitor, its employees, agent or guest, or Exhibitor's booth space and/or its surrounding area or any other damage to the Expo premises or exhibit equipment or fixtures provided by the Chamber. In such event, Exhibitor shall pay to the Chamber such sum as is required to repair, replace, or restore to original condition the damaged or defaced item or premises. Exhibitor shall, at its own cost and expense, obtain all necessary insurance coverage to enable it to meet its foregoing obligations. EXHIBITOR FURTHER RELEASES AND DISCHARGES THE CHAMBER AND RAMADA INN OF GRAYLING FROM ANY AND ALL LIABILITY FOR ANY LOSS, INJURY, OR DAMAGE TO PERSONS OR PROPERTY THAT EXHIBITOR MAY SUSTAIN WHILE PARTICIPATING IN THE EXPO.

Exhibitor Signature _____ Date _____

Chamber Use Only

Date Application Rec'd _____ Date Payment Rec'd _____ Amount Rec'd \$ _____

Payment Type _____ Payment Received By _____ Release Received

Booth Number(s) _____ Electricity _____ (\$10)

Special Notes _____