



# Exhibitor Registration Form

Thursday, April 19, 2018

3:00 – 4:00 p.m. – VENDORS ONLY

4:00 – 7:00 p.m. – Open to Public

Ramada Inn of Grayling

The Grayling Chamber Business Expo provides local businesses and organizations the opportunity to network on a large scale with other professionals. Here is your chance to showcase your business, introduce new products, services, and employees to potential consumers. Exhibitors will receive exposure to a large crowd of business people and local residents. Last year over 100 Businesses and Organizations participated as a vendor and 500+ Visitors!

### What you need to know...

**Registration Deadline is April 9, 2018.** No refunds after April 13, 2018.

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.

One Business/Organization per booth, no sharing.

### Booth Rental Rate:

Member \$80 1- 8X8 Booth Space

Not-Yet-A-Member \$160 1- 8x8 Booth Space

Fee includes: 8x8 Vendor Space, 1 table (6 ft.), and 2 chairs. Vendor must provide own table cover/skirting and signage, be creative!

### Electricity:

Available for an additional \$10 per booth

### Set-up:

Set up time: Thursday, April 19<sup>th</sup> from 10:00 a.m. - 2:45 p.m.

Check in is at north end of building for Booth Assignment #

Must be set up and ready for visitors by 3:00 p.m.

After you have unloaded items, please move vehicle to vendor parking before setting up.

### Expo Time:

3-4pm Vendor-to-Vendor Networking

4-7pm Business Expo opens to the public.

Please staff your booth, having two staff per booth allows for breaks and mingling.

### Tear Down:

Tear down times: 7:00-8:00 p.m.

Please do not tear down prior to this time.

Please take care of trash in provided receptacles.

**MEMBERS ONLY:** This year we will be featuring a Map for all of our attendees visiting the Expo. Here is your chance to showcase your Business Name. Below are Sponsorship Opportunities available for the Vendor Expo Map!

**Main Event Sponsor: \$500-** Logo on the Main Event Flyer, Name and Logo on the Front Cover as well as booth featured in color on our Vendor Expo Map, and promoted on Social Media before, after and during Event.

**Feature Booth Sponsor: \$100-** Your booth will be featured in color on our Vendor Expo Map to set you apart from the other 100 Businesses; you will also be listed as a Sponsor!

**BUSINESS NAME:** \_\_\_\_\_

**SPONSORSHIP OPTION:** \_\_\_\_\_ \$ \_\_\_\_\_

**CHAMBER MEMBER BOOTH** - \$80 per vendor space (approx 8x8) x \_\_\_\_\_ # of Booths \$ \_\_\_\_\_

**NOT-YET-MEMBER BOOTH** - \$160 per vendor space\* (approx 8x8) \$ \_\_\_\_\_

\*(If you join the Grayling Chamber prior to the event or by May 1, 2018, we will deduct the \$80 difference from your first year's Chamber Membership dues).

**Electricity Needed?** \$10 YES \_\_\_ NO \_\_\_ \$ \_\_\_\_\_

Please note what electricity will be used for? \_\_\_\_\_

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

**RETURN APPLICATION TO:**

Grayling Regional Chamber of Commerce  
P.O. Box 406, Grayling, MI 49738  
or fax to 989-348-7315  
info@graylingchamber.com

(If faxing or emailing application, please note that check/payment must be received by April 9, 2018).

**QUESTIONS:**

989-348-2921 / [info@graylingchamber.com](mailto:info@graylingchamber.com) / [www.graylingchamber.com](http://www.graylingchamber.com)

**Special Requests:** \_\_\_\_\_

Business \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Total Amount Due \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Date Received \_\_\_\_\_

Credit Card# \_\_\_\_\_ Exp. \_\_\_\_\_ CVV2 Code \_\_\_\_\_ Zip Code \_\_\_\_\_ Total \$ \_\_\_\_\_

Signature \_\_\_\_\_ Notes \_\_\_\_\_

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 \_\_\_\_\_