

Home Based



Show Location

Charlotte High School
378 State Street
Charlotte, MI 48813

Show Days & Hours

Saturday, April 18th 9 am – 5 pm
Sunday, April 19th 10 am – 3 pm

Advertising

Billboards, Internet, Social Media,
Newspaper, Signs, Flyers, & More!

Exhibit Space Fees

Special Pricing has been created for Home
Based* Businesses.

**Home Based Business Definition: A
business that is not the primary source or
sole source of household income.*

**Registration with payment \$100.00 –
Includes covered table & 2 chairs**
Registration after 3/31/2020 add \$25.00**

**Main Floor placement and electricity is not guaranteed.
Please upgrade to general business booth for these options.

Main Floor Booth Space

- **\$200.00 before 2/1/2020**
- **\$250.00 after 1/31/2020**

Includes: Security, 10x10 or 10x8 space
with table & 2 chairs, Electricity (provided
free within 25 ft. of booth)

Insurance

Participants are required to provide an
Acord Certificate of Liability Insurance.
This covers liability for exhibit contents,
personnel and show guests within the exhibit
space. The certificate must include the
Charlotte Area Chamber of Commerce as
additional insured. The insurance limits
should be a minimum of \$300,000 per
occurrence for property damage and bodily
injury.

Exhibitor Parking

Parking will be on the south side of the High
School.

Move-In Schedule

Friday, April 17th 7 – 9 pm – Main Floor
Saturday, April 18th 7 – 9 am –
Hallway/Cafeteria

Move-Out Schedule

Sunday, April 19th, starting **ONLY** after the
show ends at 3 pm.

Exhibitor Documents Online

www.eatoncountyexpo.com
Email: eatoncountyexpo@gmail.com

Cancellations

Cancellations after February 28th will be
charged a \$50.00 processing fee.

All applications, payments, and proof of liability insurance must be received by April 10, 2020.

Request for Insurance Certificate

Instructions: All Exhibitors shall present the Chamber an Acord Certificate of Liability Insurance with the Charlotte Chamber of Commerce named as a certificate holder for the Eaton County Home & Business Expo. This is not additional insurance; it is a certificate verifying you have commercial general liability insurance coverage. Your insurance agent will be familiar with the process. **For your convenience, you may email/drop off the form below to your insurance agent who will then provide the certificate directly to the Chamber of Commerce.**

To: _____
(Your Insurance Agent)

Email: _____
(Your Insurance Agent)

From: _____
(Print your company name here)

Phone Number: _____
(Print your phone number here)

Subject: Request for Acord Certificate of Commercial General Liability Insurance

We are participating in the 2020 Eaton County Home and Business Expo hosted by the Charlotte Chamber of Commerce and LOCALS in Business. The show dates are April 18th & 19th 2020. Please provide an Acord Certificate of Liability Insurance coverage.

Please email or mail the Acord Certificate, listing the Charlotte Chamber of Commerce as the certificate holder and listing the liability amounts and expiration dates for our company. **The Acord certificate shall endorse the Chamber indicating that the exhibitor has commercial general liability coverage of not less than \$300,000 per occurrence for bodily injury and property damage.**

Hosted By:
Eaton County Home & Business Expo Committee
PO Box 369
Olivet, MI 49076

Show Location:
Charlotte High School
378 State Street
Charlotte, MI 48813

Please mail to Eaton County Home & Business Expo, P.O. Box 369, Olivet, MI 49076

Or Email to: eatoncountyexpo@gmail.com

Questions: Call (269) 223-2848

Exhibitor Application/Contract (Home Based Business)

Company _____
 Featured Products/Services in Booth (required) _____
 Contact Person _____ Contact Person _____
 Phone _____ Phone _____
 Email (required) _____ Email (required) _____
 Business Address/City/State/Zip _____
 Name of person responsible for set-up _____ Tear Down _____

Booth Space

See Floor Plan in Exhibitor Packet

Exhibit Space Request (Subject to availability) 1st Choice _____ 2nd Choice _____ 3rd Choice _____

(Home Based Business Special Pricing does not guarantee your booth will be located in the gym)

Minimum Contract Terms

Note: This application becomes a binding contract when signed by both parties.

Home Based Business Special Pricing Plan \$100	= \$ _____
Chamber of Commerce or Locals In Business, Inc. Member = \$250 (\$200 before 2/1/2020)	= \$ _____
<i>You may join an Eaton County Chamber of Commerce at the time of registration and qualify to receive this discounted rate. Prior membership is not required.</i>	
Eaton County Home & Business Expo participant = \$425 (\$375 before 2/1/2020)	= \$ _____
Late Registration Charge = \$25 (applied after 3/31/2020)	+ \$ _____
Additional Booth Charge = \$100	+ \$ _____
Premium Corner Booth Fee = \$50 per corner booth	+ \$ _____
TOTAL	\$ _____

*All checks should be made **payable to Locals In Business, Inc.** and mailed to "Eaton County Home & Business Expo, P.O. Box 369, Olivet, MI 49076." All reservations are not secured until payment and insurance certificate is received. The Business Expo Committee reserves the right to reject businesses that do not have a good standing with the Better Business Bureau and customers in Eaton County. The undersigned exhibitor agrees that this Application/Contract has been read and that the terms and conditions set forth therein are fully understood and shall constitute a binding contract when this is signed by both parties.*

Accepted By:
 x _____
 Expo Committee Member

Exhibitor Acceptance By:
 x _____ Date: _____
 Authorized Signature—Exhibitor

92 Booth Layout

Bleachers

Stage

84.

83.

82.

81.

80.

79.

78.

77.

76.

75.

74.

73.

72.	62.
71.	61.
70.	60.
69.	59.
68.	58.

52.	42.
51.	41.
50.	40.
49.	39.
48.	38.

32.	22.
31.	21.
30.	20.
29.	19.
28.	18.

67.	57.
66.	56.
65.	55.
64.	54.
63.	53.

47.	37.
46.	36.
45.	35.
44.	34.
43.	33.

27.	17.
26.	16.
25.	15.
24.	14.
23.	13.

12.

11.

10.

9.

8.

7.

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3.

2.

1.

705

701

MAIN FLOOR AREA

85.	86.	87.	88.	89.	90.	91.
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EXIT ONLY

ENTRY

Entrance

NON-PROFIT AREA

520