



**Show Location**

Eaton County Fairgrounds  
1025 S. Cochran Ave.  
Charlotte, MI 48813

**Show Days & Hours**

Saturday, May 1<sup>st</sup> 9 am – 5 pm  
Sunday, May 2<sup>nd</sup> 10 am – 3 pm

**Advertising**

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

**Exhibit Space Fees - \$40.00**

Includes:

Security

Covered table & 2 chairs

**Registration after 4/9/2021 add \$10.00**

**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 identified on-site

**Move-In Schedule**

Saturday, May 1<sup>st</sup> 7 – 9 am

**Move-Out Schedule**

Sunday, May 2<sup>nd</sup>, starting **ONLY** after the show ends at 3 pm.

**Exhibitor Documents On-Line**

[www.eatoncountyexpo.com](http://www.eatoncountyexpo.com)

Email: [eatoncountyexpo@gmail.com](mailto:eatoncountyexpo@gmail.com)

**Exhibitor Application/Contract (Farmers Market)**

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*

**Minimum Contract Terms**

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

Farmers Market Vendor Rate = \$40 = \$ \_\_\_\_\_

Late Registration Charge = \$10 (applied after 4/9/2020) + \$ \_\_\_\_\_

**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 \_\_\_\_\_  
Authorized Signature—Exhibitor

Date: \_\_\_\_\_

# 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 2021 Eaton County Home and Business Expo hosted by the Charlotte Chamber of Commerce and LOCALS in Business. The show dates are May 1st & 2nd 2021. 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:**  
Eaton County Fairgrounds  
1025 S. Cochran Ave.  
Charlotte, MI 48813

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

Or Email to: [eatoncountyexpo@gmail.com](mailto:eatoncountyexpo@gmail.com)

Questions: Call (269) 223-2848

40.	41.	42.	43.	44.	45.	46.
-----	-----	-----	-----	-----	-----	-----

54.	53.	52.	51.	50.	49.	48.	47.
55.	56.	57.	58.	59.	60.	61.	62.

70.	69.	68.	67.	66.	65.	64.	63.
71.	72.	73.	74.	75.			

79.	78.	77.	76.
80.	81.	82.	83.

Rest Rooms

39.	38.	37.	36.	
31.	32.	33.	34.	35.

30.	29.	28.	27.	26.	
20.	21.	22.	23.	24.	25.

19.	18.	17.	16.	15.	14.
8.	9.	10.	11.	12.	13.

7.	6.	5.	4.	3.	2.	1.
----	----	----	----	----	----	----

	86.	85.	84.
--	-----	-----	-----