



**Show Location**

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

**Show Days & Hours**

Saturday, April 20<sup>th</sup> 9 am – 5 pm  
Sunday, April 21<sup>st</sup> 10 am – 3 pm

**Advertising**

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

**Outdoor Vendor Registration Fee by  
3/15/2024 - \$200.00 (add \$25 after this  
date)**

**Indoor Vendor Registration Fee by  
3/15/2024 - \$200.00 (add \$25 after this  
date)**

Includes: Security & Electric

If participating in Food Truck Competition  
you need to have at least 1 food item  
prominently marked as \$5 or under.

**Insurance**

Liability Insurance is required. 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**

Vendors will receive 1 parking pass per  
booth for parking inside the fenced area near  
the Exhibition Building during event hours.  
Additional vehicles will need to be parked in  
the general parking area.

**Move-In Schedule**

Friday April 19<sup>th</sup> 4 – 7 pm  
Saturday, April 20<sup>th</sup> 7 – 8:30 am

**Move-Out Schedule**

Sunday, April 20<sup>th</sup> starting **ONLY** after the  
show ends at 3 pm.

**Cancellations**

Cancellations after March 15<sup>th</sup> will be  
charged a \$100.00 processing fee. After  
April 1<sup>st</sup> no refund will be given.

**\*No pets allowed, registered service  
animals only**

**All Food Trucks need to use proper dump  
station located near the entrance of the  
fairgrounds.**

**Exhibitor Application/Contract (Food Vendor)**

Company \_\_\_\_\_

Type of Food offered (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 \_\_\_\_\_

**Minimum Contract Terms**

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

**Food Truck Competition:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Outdoor Booth Space**

*Space will be assigned*

Food Truck Vendor (Outdoor) = \$200 \_\_\_\_\_ = \$ \_\_\_\_\_  
after 3/15/2023 add \$25

Length of Food Truck \_\_\_\_\_ ft. Amp of Electric Needed \_\_\_\_\_  
Provide picture of plug if other than standard 3 prong 110 amp

Food Vendor (Indoor) = \$200 Booth # \_\_\_\_\_ if available \_\_\_\_\_ = \$ \_\_\_\_\_  
after 3/15/2023 add \$25

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

\*All processed food items must be processed in a kitchen or facility approved by the Michigan Department of Agriculture for processing particular food items or meet requirements of the Michigan Cottage Food Law. Approval certificate must be available upon request.

\*All food items processed on site must be done under a permit from the Eaton County Health Department and the Permit must be posted at the Vendor’s site and the permit must be posted at vendor location.

*All checks should be made payable to **Locals In Business, Inc.** and mailed to “Eaton County Expo, P.O. Box 369, Olivet, MI 49076.” All reservations are not secured until payment and insurance certificate is received. The Expo Committee reserves the right to reject businesses that do not have a good standing with the Better Business Bureau. 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.*

Exhibitor Acceptance By:

x \_\_\_\_\_ Date: \_\_\_\_\_ x \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature—Exhibitor Expo Committee Member

# 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 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.** The Expo Committee members **will not** submit this form to your agent, it is your responsibility.

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 2024 Eaton County Expo hosted by the Charlotte Chamber of Commerce and Locals In Business, Inc. The show dates are April 20<sup>th</sup> & 21<sup>st</sup> 2024. 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 Charlotte Chamber of Commerce 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 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 Expo, P.O. Box 369, Olivet, MI 49076  
Or Email to: [eatoncountyexpo@gmail.com](mailto:eatoncountyexpo@gmail.com)  
Questions: Call (269) 223-2848