



### Show Location

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

### Show Days & Hours

Saturday, April 19<sup>th</sup> 9 am – 5 pm  
Sunday, April 20<sup>th</sup> 10 am – 3 pm

### Advertising

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

### EXHIBIT SPACE FEES

**Membership in one of Eaton County's Chamber of Commerce, Locals In Business, Inc. is required or a Nonprofit organization requesting space inside the Exhibition Building to use this application package.**

### Registration 4/22/2024 – 12/31/2024

Member or Nonprofit Rate **\$230.00**

### Registration 1/1/2025 – 3/15/2025

Member or Nonprofit Rate **\$250.00**

### REGISTRATION AFTER 3/15/2025 –

Add an additional \$30.00

**ONLY 1 Business per Booth**

*Prior Chamber Membership is not a requirement. You are entitled to the discounted price if you join the Chamber of Commerce at the same time as you register for your booth.*

### Booth Space Includes

Security - 10x10 or 10x8 space  
Covered Table – 1, Chairs if requested - 2  
**Electricity** (provided free within 25 ft. of booth)

### 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 an additional insured. The insurance limits should be a minimum of \$300,000 per occurrence for property damage and bodily injury.

**Exhibitors will be required to have proof of insurance before Move-In. NO EXCEPTIONS!**

### Exhibitor Parking

Vendors will be allowed one vehicle 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 18<sup>th</sup> 10 am – 5 pm  
Saturday, April 19<sup>th</sup> 7 am – 8:45 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.

### Participating Eaton County Chambers

*Charlotte, Olivet, Eaton Rapids, Dimondale, Potterville, Grand Ledge*

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



**Eaton County Expo Chamber Member Exhibitor Application/Contract**

Company \_\_\_\_\_

Featured Products/Services in Booth (required) \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Main Phone \_\_\_\_\_

Chamber Affiliation \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Email (required) \_\_\_\_\_ Alt. Contact \_\_\_\_\_

Business Address/City/State/Zip \_\_\_\_\_

Name of person responsible for set-up \_\_\_\_\_ Tear Down \_\_\_\_\_

Would you like us to provide: 2 Chairs \_\_\_\_\_ Will you be using your provided: Table \_\_\_\_\_

**Booth Space**

April 19 – 20, 2025

Exhibit Space Request Booth (if available) # \_\_\_\_\_ Option 1 \_\_\_\_\_ Option 2 \_\_\_\_\_

I will be using electric for (describe): \_\_\_\_\_

**Minimum Contract Terms**

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

Vendor Booth Rate by 12/31/2024 = \$230.00 = \$ \_\_\_\_\_

Rate 1/1/2025 - 3/15/2025 = \$250.00

Rate after 3/15/2025 = \$280.00

Premium Booth Fee = \$60 per premium booth + \$ \_\_\_\_\_

Additional booth space (Indoor or Outdoor 10x10) = \$110 + \$ \_\_\_\_\_

**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 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.*

**THIS DOCUMENT MUST BE SIGNED BY APPLICANT PRIOR TO SUBMISSION.**

Exhibitor Acceptance By:

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

**VENDOR WAIVER**

**ASSUMPTION OF RISK.** VENDORS UNDERSTAND AND CONFIRM ALL OF THE FOLLOWING: (i) that an inherent risk of COVID-19 and other diseases and viruses exists in any public place where people are present; (ii) that COVID-19 is an extremely contagious disease that can lead to severe illness and death and the Vendor’s participation in public craft shows could result in a vendor contracting COVID-19, suffering respiratory failure and/or death, and transmitting COVID-19 to family or household members and others who may suffer such effects; and (iii) that, according to the Center of Disease Control and Prevention, older persons, persons who are immunocompromised, and persons with underlying medical conditions are especially vulnerable. By participating in any event, vendors knowingly, voluntarily, and irrevocably, absolutely, and unconditionally assume all risks now or hereafter related to, or arising from, the 2025 Eaton County Expo (including all risks for personal injury, illness, disease and viruses (including secondary transmission, COVID-19 and exposure to COVID-19), death and/or property damage.

**WAIVER AND RELEASE.** Vendors does hereby knowingly, voluntarily, irrevocably, absolutely and unconditionally release and forever discharge, Locals In Business, Inc., Charlotte Chamber of Commerce, Eaton County Fairgrounds, Eaton Community Bank, and their respective directors, officers, employees, agents and the successors and assigns of all of the foregoing (jointly and severally, the “Released Persons”) from, and **covenants not to sue** any Released Persons for any and all liabilities, claims, demands, costs, losses, obligations, causes of action, damages, deficiencies, expenses (including, without limitations, costs of investigation and defense and reasonable attorneys’ fees and expenses), fines, penalties, judgements, awards and assessments of any kind (weather arising from tort, contract or otherwise), which vendors may now or hereafter suffer or experience in connection with or as a result of (i) exposure to, or transmission of, COVID-19 at the 2025 Eaton County Expo.

Business/Individual Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

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.** 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 2022 Eaton County Expo hosted by the Charlotte Chamber of Commerce and LOCALS in Business. The show dates are April 19<sup>th</sup> & 20<sup>th</sup> 2025. 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

# Eaton County Expo

## April 19th-20th, 2025

### Eaton County Fairgrounds • Main Building

