



A partnership between the Charlotte Chamber of Commerce and LOCALS in Business has spurred the 3rd Eaton County Home & Business Expo! The two groups have partnered and worked hard to ensure the business expo is successful for years to come. A luxurious advertising package with WILX, local papers, social media, and beyond has secured the outreach needed to pull off this great event. With spots available for the potential of over 100 booths with unlimited space for non-profits we are sure to fill capacity and exceed entrance expectations. We hope you will join the Eaton County business community and showcase your business on April 22nd & 23rd, 2017.

Charlotte Chamber of Commerce
Courtanderson8@yahoo.com

Steve Ainsworth and Tammy Wine
LOCALS Representatives
517-899-9071 or 269-223-2848
eatoncountyexpo@gmail.com

Eaton County Home & Business Expo!

April 22nd, 23rd, 2017



Show Location

Charlotte High School Gym
378 State Street
Charlotte, MI 48813

Show Days & Hours

Friday April 21st 5-9 pm Set-Up
Saturday April 22nd 7-9 am Set-Up
Saturday April 22nd 10 am – 5 pm
Sunday April 23rd 10 am – 3 pm
Sunday April 23rd 3pm-5pm Tear Down

Advertising

Internet, Social Media, Radio, Television (NBC 10),
Newspaper, Signs, Flyers, and More!

Exhibit Space Fees

Discounted booth prices for Charlotte Chamber of
Commerce and LOCALS in Business Members

Chamber and LOCALS Member

Main Floor (10x10 / 10x8) **\$200**

Register before 1/31/17 Save \$20!

Business Expo Exhibitor – non member

Main Floor (10x10 / 10x8) **\$400**

Register before 1/31/17 Save \$50!

Non-Profits **\$30**

(ONLY 1 Business Per Booth)

Chamber Membership information can be found at:
www.micharlotte.org/chamber/join/

****Eaton County Home & Business Expo
SPECIAL****

**If you join the Chamber of Commerce, you will
receive \$200 off your business booth space** (see
attached membership application)
Additional savings if registration and payment are
received by 1/31/2017**

Booth Space Includes

Security
10x10 or 10x8 space
Electricity (free)

Insurance

Participation companies are required to provide an
Acord Certificate of Liability Insurance covering
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.
**Exhibitors will be required to have proof of
insurance before Move-In. NO
EXCEPTIONS!**

Exhibitor Parking

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

Move-In Schedule

Exhibitors may move in according to their location
on the floor map.
Friday April 21st 5-9 pm
Saturday April 22nd 7-9 am

Move-Out Schedule

Sunday April 23rd, starting ONLY after the show
ends at 4pm. Violators will not be permitted back
the next year.

Exhibitor Documents On-Line

www.micharlotte.org

www.localsinbusiness.com

Email: eatoncountyexpo@gmail.com

Cancellations

Cancellations after March 27th will be refunded, but
charged \$50.00 for processing.

Sponsorship Opportunities Contact

Tammey Wine (269) 223-2848

Steve Ainsworth (517) 899-9071

Linda Adams (517) 543-8642



BOOTH LAYOUT

Permitter Spaces are 10 ft x 10 ft

Inside Spaces are 8ft x 10ft

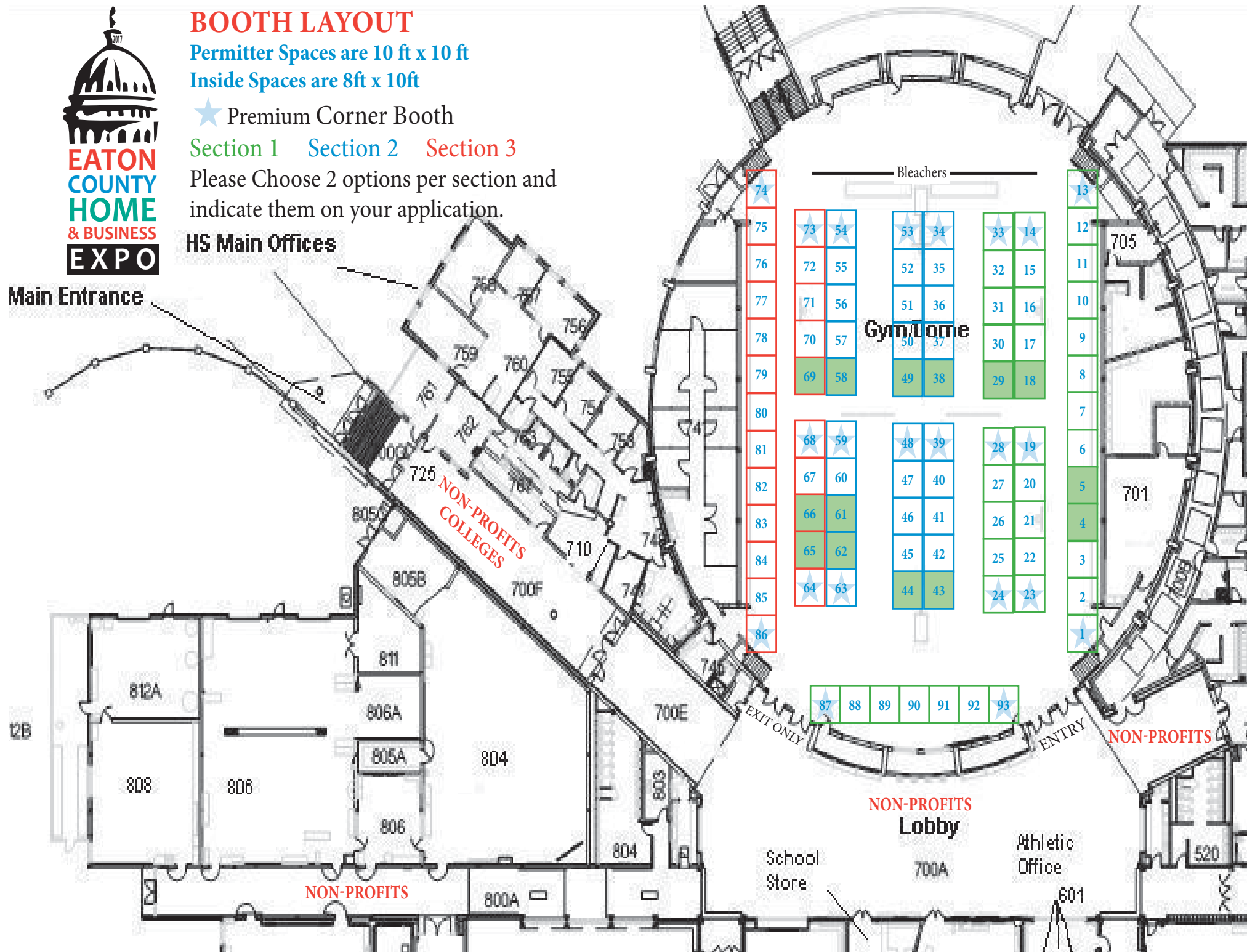
★ Premium Corner Booth

Section 1 Section 2 Section 3

Please Choose 2 options per section and indicate them on your application.

HS Main Offices

Main Entrance



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 2017 Eaton County Home and Business Expo hosted by the Charlotte Chamber of Commerce and LOCALS in Business. The show dates are April 21st, 22nd, 23rd, 2017. 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 Commuttee
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

Company _____

Featured Products/Services in Booth (required) _____

Contact Person _____

Address/City/State/Zip _____

Phone _____ Cell _____

Email (required) _____

Website _____

Who (names) will be working your booth during the Expo _____

Booth Space

See Exhibitor Packet for Floor Plan & Pricing

Will your booth require electricity (120v)? Yes _____ No _____

Exhibit Space Request (See floor plan, subject to availability) Choose 2 options per section.

1st Section _____, _____ 2nd Section _____, _____ 3rd Section _____, _____

Minimum Contract Terms

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

Booth Space (check One) Main Floor _____ Outside _____

Non-Profit-\$30-Contact (269) 223-2848 to sign up

Chamber of Commerce or LOCALS in Business Member= \$200 (\$180 by 1/31/2017) = \$ _____

If you wish to join the Charlotte Chamber of Commerce please see attached price sheet and contact information.

Additional Booth Space for Members = \$100.00

Eaton County Home & Business Expo participant= \$400 (\$180 by 1/31/2017) = \$ _____

Additional Booth Space = \$200.00

Corner Booth= \$50 premium + \$ _____

TOTAL \$ _____

All checks should be made out to Charlotte Chamber of Commerce 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:

Exhibitor Acceptance

x _____

Expo Committee Member

x _____ Date _____

Authorized Signature--Exhibitor

