

LAPEER COMMUNITY EXPO

2025 VENDOR REGISTRATION FORM

SUNDAY, APRIL 27, 2025 11:00 am – 3:00 pm



The Center for Innovation -170 Millville Road – Lapeer, MI 48446

PLEASE FILL OUT FORM COMPLETELY ALONG WITH THE INDEMNIFICATION FORM

BUSINESS/ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ **EMAIL:** _____

Product(s) to be Exhibited:

MINIMUM deposit of 50% due with application

APPLICATION FEE IS NON-REFUNDABLE AFTER: March 28, 2024

APPLICATION and FEES MUST BE RETURNED & PAID IN FULL BY APRIL 11th for inclusion in print ad

LIMITED ELECTRICAL SPACES AVAILABLE

Lapeer Chamber of Commerce Member

10x10 (approx) space w/table & 2 chairs
(includes vendor ad in LA View)

Booth Fee per space \$175.00 _____

Spaces Required (2 Max) _____
(maximum is 2 BOOTHS TOTAL)

TOTAL COST: _____

Need Electricity: Yes ___ No ___

Are you using a canopy/backdrop

Yes ___ No ___

If you participated in the 2024 Expo and would like the same space as last year or would like a different location please specify here: _____

Non-Chamber Member

10x10 space(approx) w/table/2chairs
(includes vendor ad in LA View)

Booth Fee per space \$200.00 _____

Spaces Required (2 Max) _____

TOTAL COST: _____

Need Electricity: Yes ___ No ___

Are you using a canopy/backdrop

YES ___ No ___

I have read the Vendor rules and guidelines on page 3 and will abide by them. I will not hold the Lapeer Area Chamber of Commerce, or Lapeer Community Schools, responsible for any injury or theft during the Lapeer Community Expo.

Signature: _____ **Date:** _____

Make check payable to: Lapeer Area Chamber of Commerce. 108 W. Park Street, Lapeer, MI 48446

Mail vendor registration with payment

Credit Cards accepted by phone at the Chamber office at: 810-664-6641.

Email: staff@lapeerareachamber.org

Indemnification Agreement

The _____(insert company name) agree(s) to defend, indemnify, and hold harmless Lapeer Community Schools and the Lapeer Area Chamber of Commerce, its officers, employees, volunteers and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed of, recovered against or from Lapeer Community Schools and the Lapeer Area Chamber of Commerce because of any damage to property, bodily injury or death arising out of or is incident to or in any way connected with or related to vendor’s participation, employees, product or equipment as it relates to the special event.

Signature _____ Date _____

Witness _____ Date _____

****This form must be signed and returned at the time of application.**

Make check payable to: Lapeer Area Chamber of Commerce. 108 W. Park Street, Lapeer, MI 48446
Mail vendor registration with payment
Credit Cards accepted by phone at the Chamber office at: 810-664-6641.
Email: staff@lapeerareachamber.org



Instructions: Booth Set-Up - Sunday, APRIL 27th



Vendors are responsible for their own table cover and skirting

***Space is subject to availability and on a first come, first serve basis!**

***The Chamber reserves the right to decline applications.**

Set up: 9:00 AM-10:30AM – Vendor Booths MUST BE complete by 10:30 am.

NOTE: We will have volunteers at the entrance(s) to assist you with bringing in your booth materials.

Vendors MUST provide a door prize with a minimum value of \$25. This must be a “NO OBLIGATION TO PURCHASE” prize. Example: gift basket, dinner, gas card, other gift card.

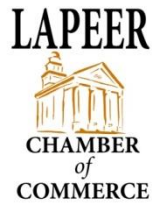
Vendors need to bring their own door prize drawing slips.

REMINDER: ALL VENDORS WILL BE ENTERED INTO A DRAWING FOR A MEDIA ADVERTISING PACKAGE.

DRAWING WILL BE HELD AT 3 P.M. AT THE CLOSE OF THE EVENT!

- **NO BOOTH SHARING.** Non exhibitor’s materials are not allowed at vendor booth.
- The Lapeer Area Chamber of Commerce and Lapeer Community Schools accept or assume no responsibility for theft, property damage, personal injury and/or accidents in connection with the show.
- No vendor shall block the flow of traffic to other booths or the walkway and must observe the size limitations of your booth area. **Vendors will provide own signage, backdrops, easels, extension cords. Disclaimer:** Vendor responsible for setting up/taking down display.
- **The show is 11am – 3pm.** Please observe these hours and do not leave your booth unattended. Vendor Booths taken down before 3:00 pm may not be permitted to participate in future Lapeer Community Expo events.
- **PARKING:** Vendors may unload at sidewalk and then park. Designated vendor parking in the South parking lot for vendors after setting up. **PLEASE PARK IN THE OUTER SPACES OF THE LOT SO GUESTS WILL BE ABLE TO PARK NEAR THE BUILDING.**

NOTICE: No refunds will be given in the event of non-use of your booth. The Lapeer Community Expo is not responsible for “acts of God” that may prevent the completion of the show. In the event of disaster, fire, or “acts of God” the Lapeer Community Expo will, at its discretion, reschedule and/or provide alternate space for the show. Lapeer Community Expo shall not be held liable by the vendor for any loss suffered by the vendor because of rescheduling or relocation of the show. If the show is not rescheduled, the Lapeer Community Expo shall refund all money to the vendor.



LAPEER COMMUNITY EXPO VENDOR CHECKLIST



A good Expo supply checklist should include:

- ✓ Pens
- ✓ Sharpie pens
- ✓ Scotch tape
- ✓ Masking tape
- ✓ Extension cords/Power Strips
- ✓ Highlighter
- ✓ Scissors
- ✓ Business cards
- ✓ Signage, backdrops, easels, etc.
- ✓ Table cover and table skirts (8' table)
- ✓ Door Prize with minimum value of \$25.00
 - **Door Prize Drawing Slips and a Container/Bowl. Drawing Slips can be customized to your business.** For Example: A Heating & Cooling Business Door Prize Drawing Slip may include a line asking if an individual is a Business, Resident, or Renter. Completed door prize drawing slips are your “business leads” for follow-up after the Expo.

PARKING: Vendors may unload at the sidewalk and then park in the South Parking lot away from the building since you are parked all day. We want to make sure guests have easy access to the building.

The Lapeer Community Expo is produced by the Lapeer Area Chamber of Commerce in collaboration with Lapeer Community Schools.