

2018 EXHIBITOR APPLICATION & AGREEMENT

Spectrum Fest – Northville, Michigan

September 8, 2018 (Saturday) 12pm – 10pm

Please complete this application and return with payment

VENDOR INFORMATION

Company Name _____

Contact Name _____ Position _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____

E-mail _____

Website _____

On Site Contact _____ Cell # _____

Brief description of your business _____

List all products/services to be exhibited or sold on site _____

Please list the prize(s) you will be donating, minimum \$50 value requirement _____

Will you be renting a tent, table or chairs from our vendor? YES NO

If yes, what items will you need?

2018 EXHIBITOR ORDER FORM

Item List	Quantity	Price Each	Total Price
10 x 10 space (must provide your own tent, sidewalls, linens, stakes and/or weights, table & chairs)		\$150	
10 x 10 tent rental – includes tent and sidewalls.		\$199	
Chair		\$2.75	
8 foot table (no skirting)		\$8.25	
Electricity – 110 only (220 needs must bring your own generator) <i>Electricity must be ordered in advance. \$75 cash charge for the day of event. You are responsible for bringing your own cords</i>		\$50	
Total Amount Due:			
Please Note: This form must be complete in full and returned by August 24, 2018 .			

MAIL APPLICATION AND FULL PAYMENT TO:

Spectrum Fest Northville
c/o Living and Learning Enrichment Center
315 Griswold St.
Northville, MI 48167

*Make check payable to: **Living and Learning Enrichment Center***

1. **Spectrum Fest** will be held in Downtown Northville, Michigan on Sept 8, 2018. (Regardless of weather)
2. Booth request cannot be processed until application is received with full payment. Make all checks payable to Paws in the Park Royal Oak.
3. **ELIGIBLE EXHIBITS.** Living and Learning Enrichment Center / Street Marketing reserves the right to exercise its sole discretion in the acceptance or refusal of applications. Priority will be given to exhibitors according to the order of receipt. Your payment will NOT be deposited unless you are deemed eligible. All applications will be reviewed and will receive written notification of show status.
4. **CANCELLATION.** Notice of cancellation must be in writing. In the event of an exhibitor cancellation 50% will be refunded before August 20, 2018. No refunds will be made after August 21, 2018. No refunds will be given due to cancellation of the event by, an act of god, local authorities or a weather related incident.
5. Please provide us with your Michigan Sales Tax ID # if you are selling items on site. To acquire a number contact the Michigan Department of Treasury at (517) 636-4660. You can also download the form from their website at www.michigan.gov/treasury. If you are from out of state, or only plan to do this show in Michigan, a Concessionaires Form may be sufficient for you. We will have Concessionaires Forms available at the event.
6. **EQUIPMENT.** All exhibitors are required to have a secure tent and are responsible for bringing or renting their own tent, table and chairs for the display. Tents must be staked to the ground or weighted down. Stakes must not be in the walkways. Exhibitor shall observe and abide by regulation made by Living and Learning Enrichment Center / Street Marketing for efficient or safe operation of the Show. You may rent tents, tables and chairs for tent company.
7. **BOOTH RELOCATION.** Living and Learning Enrichment Center / Street Marketing reserves the right to make any necessary layout changes. An exhibitor may be relocated to a comparable space other than previously specified if it is deemed necessary and in the best interest of the event.
8. **DISPLAY DIMENSIONS & REGULATIONS.** Absolutely all displays, inventory, boxes, product, etc. must be contained within your booth space. Distributions of samples and literature are strictly limited to the confines of the exhibitor's booth.
9. **SOUND DEVICES.** The use of device or mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibitor's booth. Voice and /or music amplifications must be kept to a sufficiently low volume so as not to disturb other exhibitors.
10. **INSURANCE.** Exhibitors are responsible for their own property and for furnishing their own tents, tables and chairs. Exhibitors are responsible for obtaining their own general liability insurance for the event dates, listing Living and Learning Enrichment Center, Street Marketing and the City of Northville as additional insured
11. Sponsors may display signage made or appear to be professionally made may be displayed within sponsor's booth. Hand written signs are prohibited.
12. **HOURS OF OPERATION.** Exhibitors agree to staff their booth during all hours that the show is in progress. Show hours are from 12 p.m. - 10 p.m. on September 8, 2018.
13. **SECURITY.** Living and Learning Enrichment Center / Street Marketing will have limited security on site. We are not responsible for exhibitor's equipment, displays or merchandise.
14. **HEALTH DEPT.** Any exhibitor giving away or selling human food (not pet food) in their booth is responsible for all health permits, rules, regulations, etc. Exhibitors are responsible for meeting all city/ state resale-licensing requirements. To acquire a permit, contact the Wayne County's Health Department at 734-727-7100.
15. **CONDUCT & CHARACTER.** Exhibitor agrees to conduct himself or herself in a respectful, cooperative manner. Any behavior deemed inappropriate by Living and Learning Enrichment Center Living and Learning Enrichment Center / Street Marketing may result in expulsion. Furthermore any exhibitor deemed to be causing a scene, lecturing, making political statements or using this, as an avenue for a radical display will be expelled. Living and Learning Enrichment Center / Street Marketing hosts family friendly events and does not wish to include radical, disturbing displays or outbursts at the event.
16. **FAILURE TO COMPLY.** Violation of any of these rules is basis of expulsion. Living and Learning Enrichment Center / Street Marketing may close a booth which fails to cooperate with these regulations.
17. **LIMITATION OF LIABILITY.** Exhibitor hereby release and forever discharges Spectrum Fest and all other participating and sponsoring organizations from any responsibility, personal liability, loss or damage in connection with this event. Living and Learning Enrichment Center / Street Marketing reserves the right to make final interpretation of the rules. An application is commitment to the event. As stated in the rules and

regulations I understand the refund policy. I have read and understand and agree to abide by all Living and Learning Enrichment Center / Street Marketing rules and regulations, and certify the accuracy of the foregoing statements.

18. **PAYMENT:** Full payment is due at the time of application.

Applicant hereby releases and forever discharges Spectrum Fest Northville, Living and Learning Enrichment Center / Street Marketing and all other participating organizations from any responsibility, personal liability, loss or damage in connection with this show. Spectrum Fest reserves the right to make final interpretation of the rules. An application is a commitment to the show. As stated in the rules and regulations I understand the refund policy. I confirm that all products to be exhibited and sold are listed above on this application. I have read, understand and agree to abide by all Spectrum Fest rules and regulations, and certify the accuracy of the foregoing statements.

Signature _____

Date _____

Michigan Tax ID: _____