

COMMUNITY SHOWCASE VENDOR APPLICATION

DATE: **SATURDAY, JUNE 19**
TIME: **9AM - 5 PM**
LOCATION: **S.M.A.T.**
84 E. SPRAGUE RD. IONIA
DEADLINE: **APPLICATIONS DUE
TUESDAY, JUNE 1ST**



Company/Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Mailing Address: _____

Billing Information (Required):

Name as it appears on Credit Card: _____

Billing Address (Street): _____

City/State/Zip: _____

CC #: _____ Exp.: _____ Security Code: _____

_____ I will be sending a check/cash (Please be sure to read the "Billing Information" section of the Policies/Rules on the next page)

Please Select One:

_____ I am providing my own table (6' x 10' Space ONLY - **\$85/ea***)

_____ I need to rent a table (6' x 10' Space WITH (1) 6' Table - **\$105/ea***)
- LIMITED QUANTITY AVAILABLE (first reserved first serve)

*Prices listed are only available to IACC members in good-standing.
Otherwise, an additional **\$25 fee** WILL apply.

Applications MUST be completed in FULL to reserve your spot.

In addition, a Certificate of Liability MUST be provided (see Rules & Policies).
Vendors will NOT be allowed to set-up their booth unless BOTH payment AND Certificate of Liability have been received.

Signature: _____ Date: _____

Please Return to the Ionia Area Chamber of Commerce 439 W. Main St. Ionia 48846
Email Applications with Credit Card Information to info@ioniachamber.net
Make Checks Payable to the Ionia Area Chamber of Commerce

RULES/POLICIES/FAQ'S

APPLICATION REQUIREMENTS:

- Billing Information:

The **credit card information** section of this Application **MUST** be completed in **FULL** to reserve your spot. If you do not wish to pay by credit card, you may also send cash or a check. However, in the event that we do not receive your cash/check **PRIOR** to set up on Friday, June 18; the balance **WILL** be charged to the Credit Card included in the Billing Information section of this application.

-Certificate of Liability Insurance:

Certificates must be current and name the **Ionia Area Chamber of Commerce** as well as the **School of Missionary Aviation Technology, The Ionia Airport & A.I.S. Construction**

Equipment. Certificates can be sent directly to the Chamber by your insurance company using mail or email (recommended) to info@ioniachamber.net.

Exhibitors will **NOT** be allowed to set up if this has not been received. Yes, it is an added step, but an easy and very important one to protect event Guests, Host, and Sponsors. Please let us know if you have any questions.

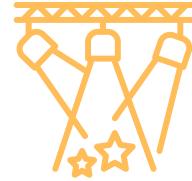
- Acknowledgement:

Your signature on this application is an agreement that you have read and understand the SMAT Community Day Showcase Rules/Policies. If I cancel on or after June 1, I will forfeit all monies paid. Exhibitor understands that SMAT and the Ionia Area Chamber of Commerce, as coordinators for the Community Day Showcase, are solely responsible for assigning booth space and may modify assignments, rules, and regulations necessary for the successful operation of the Showcase.

OTHER:

- Exhibitors must set up between the hours of 4pm and 8pm on Friday, June 18th
- No early tear-down is allowed. A fee of \$50 will be charged if you tear down prior to 5pm
- Exhibitors are required to clean up their booth space when vacating the Community Showcase area
- We remind all participants to please exercise reasonable precautions related to COVID-19
- Vendors **MUST** park in designated vendor area
- All booths **MUST** remain up and staffed during Showcase hours
- The event committee reserves the right to regulate all exhibits and displays which may be considered objectionable / inconsistent with the goal of this event
- All marketing will take place within the confines of your reserved area. Absolutely no marketing outside of your area. No soliciting by non-participating vendors
- Limited electricity available. Please inquire with IACC. Additional \$25/each. Exhibitor responsible for providing heavy duty extension cord. No large electrical needs permitted
- The majority of vendors will be placed indoors, though limited outdoor spaces are available. Please let us know if you would like to request one of these spaces. We will send an exhibitor diagram out the week prior to the event with final placement. Outdoor vendors are encouraged to bring a small pop-up tent (with appropriate tie-down's/weights).
- Exhibitors are responsible for providing their own materials, including but not limited to tents, chairs, and tables (spaces that include a table rental do **NOT** include chairs)
- SMAT nor the IACC shall not be responsible for any items left, lost or stolen at any time in connection with Community Day or the Community Showcase
- CANCELLATION:** **In the case that the event must be cancelled, paid Exhibitors will be reimbursed 50% of their booth fees. There is no re-schedule date. We appreciate your understanding in this matter.**

**SHOWCASE
YOUR
IONIA AREA
BUSINESS OR
ORGANIZATION**



**HIGHLIGHT YOUR
PRODUCTS/
SERVICES**



**MEET
PROSPECTIVE
CUSTOMERS/
CLIENTS**



**INCREASE
EXPOSURE
&
VISIBILITY**



**STRENGTHEN
RELATIONSHIPS**



SAMPLE EXHIBITOR DIAGRAM (INDOORS)

100' X 100'

