

# R.E.N.E.W.

(Rejuvenating, Energizing, Nurturing, & Enlightening Women)

*AN EXPO FOR WOMEN*

## VENDOR REGISTRATION FORM

**March 17, 2012 – Alpena Events Complex; 701 Woodward Avenue, Alpena, MI 49707**

Business Name: \_\_\_\_\_

Service/Product Line: \_\_\_\_\_

Contact: \_\_\_\_\_

Address (include city, state, zip): \_\_\_\_\_

Phone (home or cell): \_\_\_\_\_

E-mail: \_\_\_\_\_

(PLEASE PRINT)

### **VENDORS WILL BE RESERVED ON A FIRST-COME, FIRST-SERVED BASIS.**

Each vendor will be provided with a 6-foot table and 2 chairs.....**Cost: \$50**

**Please Note: Tickets to participate in the breakfast are \$20 for vendors. Only one ticket available to each vendor booth at this price, additional tickets will be \$30. Booths will be monitored during breakfast so vendors can leave them unattended. If you wish not to participate in the breakfast but want to participate in other sessions there is no cost to a vendor for the remainder of the day but booth security will not be provided throughout the day if your booth is left unmanned.**

Electricity needed (circle one):      YES      NO

Please return ALL required forms:

Completed and signed Vendor Registration Form

Signed Terms of Agreement form

I have read, understand, and agree with all terms on this form and separate forms entitled Terms of Agreement, and have initialed all forms where indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

I'd like \_\_\_\_\_ booth(s) (\$50 each) and \_\_\_\_\_ tickets (one at \$20; additional at \$30). TOTAL \$: \_\_\_\_\_

Mail forms and payment to: **Make your check payable to: Alpena Area Chamber of Commerce**

Alpena Area Chamber of Commerce  
235 West Chisholm Street  
Alpena, MI 49707

*If you have questions, contact Darlene at (989) 354-6164 or e-mail [darlene@WhatTheSync.com](mailto:darlene@WhatTheSync.com)*

### OFFICE USE ONLY

DATE \_\_\_\_\_ CHECK # \_\_\_\_\_ VENDOR SPACE # \_\_\_\_\_ CONFIRMATION SENT \_\_\_\_\_

## **TERMS OF AGREEMENT**

Vendor agrees to the following:

1. Nothing may be affixed in any manner to facility walls, doors, ceilings, or floors.
2. Table space is approved and assigned at the discretion of Event Organizers; No subletting of space without prior written permission of Event Organizers.
3. Please refrain from using anything that may cause annoyance/discomfort to others (loud noises, scents, etc.).
4. Each vendor will be supplied with 1 (6-foot) table, 2 chairs, and basic signage to locate space on setup day.
5. Professional attire required or specific attire for your business.
6. Displays and handouts are limited to your immediate table space unless otherwise approved.
7. Vendors are responsible for the cost of any additional materials they require for booth setup and display purposes, i.e. table coverings, table decorations, extra chairs, tables, etc.
8. All persons associated with your booth must check-in with Event Organizers prior to attending to your booth; to participate in the breakfast, vendors must purchase tickets for the event (one at \$20, additional at \$30 each).
9. Food - please no food in your vendor space.
10. Vendor set up will begin at 7 a.m. on Friday, March 16, 2012 and MUST be completed by 7 p.m.
11. The Event takes place on Saturday, March 17, 2012 and will begin promptly at 8 a.m. and end at 4 p.m. PLEASE, NO EARLY BREAKDOWNS! Doors will open for vendors at 7 a.m.
12. Vendor space must be manned throughout the Event. (Plan on manning your space starting at 8 a.m. but if you are participating in the keynote breakfast, this is the only time your booth can be left unmanned – booth security will be provided during this time only)
13. Vendors requiring electricity must furnish their own proper electrical cords for standard outlets.
14. All areas must be left in an orderly and clean condition. Dispose of your own trash and litter in proper receptacles.
15. Vendor agrees to allow Event Organizers and its partners/sponsors to utilize their names, products and/or services in advertising and promotional materials unless exclusion is specifically requested in writing.
16. Exhibitor/vendor hereby releases Event organizers, Alpena Area Chamber of Commerce, APLEX and its agents, partners, affiliates, sponsors from any claim for damage and/or injury to property and/or person in conjunction with their participation in R.E.N.E.W. – An Expo for Women.
17. Any damages done to the building and/or facilities must be reported and paid for by the responsible party and/or the assigned vendor/exhibitor.
18. Exhibitor/vendor is responsible for reporting all applicable sales tax for all sale transactions started and/or completed at booth during the Event. Orders and/or deposits may be taken and are permissible.
19. No alcohol is allowed and smoking is allowed in designated areas outside ONLY.
20. Each exhibitor/vendor is required to provide at least one (1) give-away prize, to be given away on the day of the Event. The winner will be selected from registration entries. All prizes must be of monetary value, no discounted coupons and/or percentage discount off product when booked, etc.
21. Vendor(s) agree to respond to request(s) by Event Organizers within 48 hours for information request prior to the Event to facilitate 'day-of-show' ease of transition.
22. Event Organizers will not accept any cancellations, therefore signed agreement is acknowledgment of payment due and no refunds will be furnished.

Neither Event Organizers nor any of its agents, partners, affiliates, sponsors through the Event will be liable for the acts of omissions of its members or volunteers nor for any loss, damage, or injury from any cause to the exhibitor, exhibitor's employees, property including displayed merchandise but not limited to or any damages caused to the designated exhibit area located at the APLEX. The exhibitor agrees to hold harmless Event Organizers, the APLEX and all their affiliates, partners, sponsors for any liability arising by and/or from exhibiting in the Event. Any changes to this agreement must be in writing, acknowledged, and signed by Event Organizers and attached to this signed form.

**I have read, understand, and agree with this Terms of Agreement.**

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**Vendor Signature**

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**Print Name**

**By signing the Exhibitor Registration and Terms of Agreement you are acknowledging, agree, and accept this Agreement.**