

VENDOR INVITATION AGREEMENT & GUIDELINES CENTER COURTS SHOPPING EXPO

Saturday, March 3, 2018

9:00 am – 2:00 pm

Booth: 10 x 8 space including one table & chair. \$30 for first booth and \$25 for each additional booth.
All vendors are encouraged to offer an item of their choosing for a drawing at their booth.

SET-UP: March 3, 7:30 am

- This is a home-based vendor event sponsored by Saginaw Township Recreation.
- Only family friendly products will be allowed – vendor products are subject to review and removal. Saginaw Township Recreation has the right to refuse the rental of space to any vendor or person selling items that are not considered appropriate to be sold in Center Courts.
- In an effort to maximize the opportunity for success for all participants, only one brand/vendor product line will be allowed to display at the expo.
- Only one product line per individual booth is allowed.
- No lit candles or smoke of any kind is allowed in Center Courts.
- Nothing will be attached, taped or otherwise to the court floor, walls, doors or ceiling.
- Protection of the floor is paramount. All displays and/or products that are in contact with the floor must have adequate protection and approved by Center Courts. No food or beverage will be allowed on the expo floor.
- The Expo will be primarily cash and carry and participants are encouraged to bring products for immediate sale.
- Booth payments are FINAL and NON-REFUNDABLE.
- There are limited number of spaces with electrical outlet access. Please note your electrical access requirement. Vendor must provide their own extension cords.
- All vendors will be provided with event graphics to be shared via their social media outlets.
- No booth tear down is permitted prior to the end of the scheduled closing of the Expo. All vendors will be required to leave their booth space clean and litter free at the end of the show.

Upon receipt and review of the Vendor Application, potential vendors will be advised if they are approved or wait-listed. Approved vendors will be notified and PAYMENT MUST BE MADE WITHIN 24 hours of this notification in order to maintain their position for a booth.

I HAVE READ AND FULLY UNDERSTAND THE AGREEMENT & GUIDELINES OF THE CENTER COURTS SHOPPING EXPO AND AGREE TO FOLLOW THE RULES AND REGULATIONS AS STATED.

SIGNED: _____ DATED: _____

VENDOR APPLICATION

CENTER COURTS SHOPPING EXPO

Saturday, March 3, 2018

9:00 am – 2:00 pm

Please complete the following information, sign and return both pages to: recreation@saginawtownship.net. For this event you must be prepared to pay your booth fee(s) IMMEDIATELY UPON APPROVAL.

NAME: _____ PRODUCT LINE: _____

PRODUCT DESCRIPTION: _____

TOTAL NUMBER OF BOOTH(S) _____
(\$30 first booth/\$25 each additional booth)

NUMBER OF CHAIRS: 1 2 ELECTRICAL REQUIRED: YES NO

ADDRESS: _____
 (street)

 (city, state, zip)

PHONE: _____ EMAIL: _____

This is an application ONLY. Upon approval, vendor will be notified and will be permitted to proceed with immediate payment and signed contract. Payment and signed contract must be submitted within 24 hours after approval notification. Failure to comply with these terms will nullify your application and contract.

Signed: _____ **Dated:** _____

For more information contact: Saginaw Township Recreation at (989) 791-9860

or email recreation@saginawtownship.net