



Chelsea Spring Expo 2018

Application and Guidelines

Saturday, April 14, 2018

10:00 a.m. to 3:00 p.m.

Washington Street Education Center

All local businesses and organizations are encouraged to participate

1. Space is limited! Pre-registration is required, so please mail, fax, or email your reservation ASAP.
2. Exhibitor must provide tablecloth, promotional materials, and hand truck (if needed).
3. Please keep materials on display from 10:00 a.m. - 3:00 p.m.
4. **Exhibitors will NOT be permitted to take down their booth early. We expect all exhibitors to stay until 3:00 p.m.** If you cannot make this time commitment, please do not submit an application!
5. Set-up may start at 8:00 a.m., clean-up finished by 4:00 p.m.
6. Signs or banners cannot be taped or hung from any walls or backdrops, so please come prepared with freestanding display alternatives.
7. Food or beverages distributed in any area must be individually wrapped.
8. Donations of items or gift certificates for door prize raffle are much appreciated.

Booth sizes are all 7 feet wide by 6 feet deep. Booth fees are as follows, please check your request:

_____ \$75 for main exhibit area (6 foot table, backdrop and 2 chairs included with your fee)

_____ \$50 for all other exhibit areas (bring your own table 6 foot or smaller, chair, and back drop if needed)

_____ \$15 optional electricity for all areas

Name of Business: _____

Tell us about your business - what product or service: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Address: _____

City: _____ Zip: _____

Please make checks payable to: **Chelsea Senior Center**
512 Washington St.
Chelsea, MI 48118



For further information, please call 734-475-9242 or email connected@chelseaseniors.org

Application may be mailed, emailed, or faxed to 734-475-6189. **No refunds one week before the event.**

THANK YOU FOR PARTICIPATING!