

Chelsea Spring Expo 2019
Saturday, April 13
10:00 a.m. to 3:00 p.m.
Washington Street Education Center
500 Washington Street, Chelsea, MI 48118
(across Freer Road from Chelsea High School) – SEE MAPS

Final Event Instructions

Materials must be on display from 10:00 a.m. - 3:00 p.m. **Please do NOT dismantle your booth until 3:00 p.m.** Be respectful of other exhibitors and volunteers who have worked very hard to make this a great event!

1. Set-up may start at 8:00 a.m., clean-up finished by 4:00 p.m.
2. Vendors may unload at the main entrance, but must move their vehicles to the side lots (please see maps).
3. Exhibitors in the gymnasium (\$75 booth fee) will be provided with a 6 foot table, backdrop and two chairs.
4. **Exhibitors in all other areas (\$50 booth fee) must bring their own table, chairs and back drop, if needed.**
5. All exhibitors who paid for electricity (\$15 fee), we will provide you an outlet on the floor. Please bring your own extension cords to reach this outlet if needed.
6. All exhibitors must provide their own table cloth, promotional materials, and hand truck (if needed). Please note that all booth spaces are 7 ft. wide by 7 ft. deep.
7. Free open WiFi will be available for you to use during the event. Please note that internet speed may be slower with high user demand, so consider an alternate option if needed.
8. Food or beverages distributed in any area must be individually wrapped.
9. **Signs or banners cannot be taped or hung from any walls, so please plan accordingly.**
10. Volunteers will be available in the morning to greet you and show you to your booth space. During the day, volunteers will also be available to relieve you for breaks or lunch.
11. Free coffee and bagels will be available for all exhibitors at the Costco booth in the gym during the 8-10 a.m. set-up time.
12. Lunch and drinks will be available for purchase in the cafeteria starting mid-morning.
13. Donations of items or gift certificates for door prizes are much appreciated!

Please call 734-475-9242 or email connected@chelseaseniors.org if you have any questions.

Thank you for your participation!
Please help promote this exciting event to all your friends, family, and social networks.
Have a FUN day!



Vendor Unloading & Parking Book Street Lot
(good location for main exhibit vendors)

Vendor Unloading

Please reserve first few rows of parking for Expo attendees.

Vendor Parking

512 Washington Street

Book Street Lot