

# 2020 Women's Expo Vendor Application (New Vendor)

March 14, 2020 @ Middle School at Parkside

We can't in 2020, send information for 2021  Remove me from your vendor list



Vendor Name (used on marketing materials): \_\_\_\_\_

Non-profit organizations must provide State issued Tax ID#: \_\_\_\_\_

If you are affiliated with a multi-level marketing company or DBA a business whose name is not included in your business title, you must disclose the name of the business or company here: \_\_\_\_\_

Main Booth Contact: \_\_\_\_\_ A1CU Acct #: \_\_\_\_\_

Please take my fee from my account  Savings  Checking (Account will be verified and must be current and in good standing)

**Sign here** to approve withdrawal: \_\_\_\_\_ If you are paying from your account, you can just fax your form!

Vendor Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Service/products being promoted/sold at booth: \_\_\_\_\_

### Your Check List:

- App filled out & signed (pg 1)
- Hold Harmless signed (pg 3)
- Payment
- Send all to apply!**

You will receive 50 flyers to hand out and post to promote the event. If you'd like us to Go Green, please circle---► **No Flyers**

A confirmation e-mail including full details will be sent no later than 2-3 weeks prior to event. We recommend you check your Spam/Junk boxes if you believe you have not received communication from us within two weeks of the event.

**Application Fee (non-refundable):** CIRCLE THE FEE that correlates with your booth request:



Non-Member Fee Structure			
Booth Description	Non -Profit	For-Profit	Booths w/ food samples
Regular booth	\$65	\$140	\$75
Booth with electricity	\$90	\$180	\$90
Corner booth (no electric)	\$90	\$180	\$90
A1CU Member Fee Structure			
Member Booth Desc.	Non -Profit	For-Profit	Booths w/ food samples
Regular booth	\$50	\$110	\$60
Booth with electric	\$70	\$140	\$75
Corner booth (no electric)	\$70	\$140	\$75

\* If you require 2 booth spaces, please double your application fee.

Cash or check accepted OR you can pay from your American 1 CU account (see above). **We are unable to accept credit card payments.**

**Tables & Chairs:** The application fee covers one unskirted 8 ft. table, two chairs, and two lunches per booth. **Tables will not be covered unless requested.** If more tables or chairs are needed, there will be an additional charge of \$8 per table & \$1 per chair. Please include any additional charges in your payment. Payment in full is required up front.

Do not need the table that comes with booth - I have my own  Do not need the chairs that come with booth - I have my own

**NEW THIS YEAR** - Please cover & skirt my table(s). Tables will not be covered unless requested.

I will need \_\_\_\_\_ additional tables (\$8 each).  I will need \_\_\_\_\_ additional chairs (\$1 each).

Total owed: \$ \_\_\_\_\_ (Booth fee(s) + fees for additional tables & chairs ordered)

**LUNCHES:** Only TWO lunches are supplied with booth fee. Additional lunches can be ordered & paid for EVENT DAY with Jackson Public Schools.

**REQUIRED SIGNATURE** I have read and agree to the terms & conditions of the Jackson Women's Expo on Page 2.

**X** \_\_\_\_\_  
Authorized Vendor, Officer, or LLC Member Signature

**Keep a copy for you!!**

<b>Credit Union Use Only</b>	Payment Type: FROM ACCT.	Approval Confirmed w/ Vendor on:	<b>Booth #(s):</b>
Date Rec'd:	CK# _____ CASH		
	Amount:		

Make checks payable to:  
**American 1 CU**  
Mail to A1CU Attn: Jordan Griffin  
718 E. Michigan Ave.  
Jackson, MI 49201  
Direct: 517-783-9249  
Fax: 888-875-9628  
jgriffin@a1cu.org

An authorized representative of the business/organization must sign the application at the bottom of Page 1 stating they have read and agree to the following terms & conditions or they will not be considered to participate.

- All applications are subject to approval by American 1 Credit Union's Brand Marketing Manager. American 1 reserves the right to decline or prohibit any exhibit or vendor and to permit only such matter and conduct as it may approve. This reservation covers persons, things, conduct, printed matter, advertising, souvenirs, emblems and all else that affects this event.
- Vendors are responsible for their own Michigan Sales Taxes and understanding the laws pertaining to charging and submitting details to the State for sales tax. If you do not have a Michigan Sales Tax License, the State of Michigan Concessionaires Form C-5603 is available online at the State of Michigan website. Each vendor acknowledges they have all the required regulatory permits, licenses, insurance, etc to be in compliance with all rules and regulations that may apply to sales of merchandise.
- Any vendor selling food items at their booth is responsible to make sure you are in compliance with any and all Health Department codes and regulations prior to event day. If you are required to have a license, you must obtain one and display it at your booth. If the Health Department attends the event, inspects your booth and you are not in compliance, you must either make your booth compliant or you will be asked to leave the event without reimbursement. Some food vendors may fall under the Michigan Cottage Food Law. Visit [Michigan.gov](http://Michigan.gov) for regulations. If you are selling homemade pet treats, you must be licensed as well. Visit [AAFCO.org](http://AAFCO.org) for regulations.
- A vendor who has sent in the application with fee and is confirmed, but cancels (no matter at what time) is not subject to receive a refund. Extenuating circumstances may constitute the issuance of a refund, but is not guaranteed. The fee paid can be held over to the following year for payment of a booth (if space is available) upon agreement from organizers.
- Organizers reserve the right to expel any vendor at any time, without cause.
- Organizers have the right to refuse/remove any items any vendor is selling if found to be in bad taste or inappropriate. All items deemed inappropriate must be removed immediately by vendor or they are at risk being asked to leave the event without refund.
- No vendor will have exclusivity selling merchandise or providing services for any one type of product or service, but only one representative from any multi-level marketing business which has numerous representatives selling/promoting the product/service is allowed (ex. Mary Kay, Tupperware, Avon, Color Street, etc.).
- Main Booth Contact listed on Page 1 is responsible for sharing any pertinent information sent from event organizers with all booth workers, including set up people if they are different than those working the booth. Event organizers only communicate with the Main Contact Person on the application. Provide only ONE email address for us to communicate with you.
- Sharing of booth space is not allowed. Only one vendor can occupy a booth space. Each vendor must fill out an application and pay separately. Requests to be next to another vendor is allowed, but only accommodated if there is availability.
- Vendors are required to bring their own extension cords/power strips and label them for ownership proof.
- There will be no assistance provided for unloading, set up, tear down or loading. Each vendor is responsible for any and all equipment needed to unload and load supplies for your booth. No carts will be available for vendors.
- Booth set up days and times will be announced closer to the expo. A Friday set up time (TBD) is provided and the venue opens at 7am on event morning. All booths must be set up and ready on event day by 9:30am.
- Vendors may not tear down booths early. Any exhibitor packing up early will not be permitted to participate in future events. Vendors must tear down and remove all property from the facility by 6pm event day.
- Vendors agree to allow American 1 Credit Union to use any photographs or video taken at the event for promotional purposes without compensation. All photos and video taken and used in promotions are property of American 1 Credit Union.
- No alcoholic beverages are allowed at this event. Smoking is not allowed in any of the buildings.
- Pets are not allowed. Working service dogs are permitted only.
- Children - if vendors must bring their children to the event, they must remain in the vendor's booth area or with an adult guardian and well behaved at all times. They are not permitted to wander around the event without adult supervision.

NOTE: Booth spaces for March 2020 will most likely fill around the end of 2019, so don't delay in getting all necessary items turned in if you want to join us!

Questions, please contact Jorden Griffin, at 888-213-2848, 517-783-9249 or [jgriffin@a1cu.org](mailto:jgriffin@a1cu.org).



**HOLD HARMLESS AGREEMENT**

1. "Vendor" shall mean: \_\_\_\_\_  
(Name of Vendor, Organization, Corporation, LLC)
2. "Event" shall mean: American 1 Jackson Women's Expo, 2020  
(Name of Event, year)
3. Vendor understands that by signing this Agreement, Vendor shall assume all risks associated with participating in this Event, including but not limited to, falls, the effects of the weather, and any other loss, cost, or damage.
4. Vendor agrees that American 1 Credit Union, the Event's sponsor(s), any of their Board members, agents, employees, volunteers, and independent contractors shall not be held liable for, and are expressly released from, liability for any damage, loss, harm, or injury to the person or property of Vendor or any of its agents, volunteers, or employees.
5. Vendor agrees to defend, indemnify, and hold harmless American 1 Credit Union, the Event's sponsor(s), as well as their Board members, agents, employees, volunteers, and independent contractors, from any and all liabilities, claims, suits, damages, losses, judgments, demands, costs, and expense of any kind (including reasonable attorneys' fees and other expenses), arising from Vendor's participation in this Event.
6. If Vendor has a general liability of insurance policy, Vendor is asked to provide American 1 Credit Union with a Certificate of Insurance.
7. Vendor agrees to reimburse American 1 Credit Union for all reasonable attorneys' fees incurred by American 1 Credit Union to enforce the terms of this Agreement.
8. Any change to this Agreement must be in writing and signed by the parties. This Agreement shall be governed by the laws of the State of Michigan.
9. Vendor has carefully read this Agreement, understands it fully, and executes it voluntarily.
10. For Corporations and Limited Liability Corporations: Under penalty of perjury, I certify that I agree to be bound by the terms herein. I further represent that I am authorized to enter into binding agreements on behalf of the Company named.

**Representations:** Any person executing this Agreement on behalf of a Vendor warrants that they have authority to do so. Said person accepts full personal liability for all relevant obligations herein if they are not authorized to execute this Agreement in a representative capacity on behalf of the Vendor.

**SIGNATURE ON BEHALF OF VENDOR:**

\_\_\_\_\_  
Signature of Vendor, Officer, or LLC Member

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title of Person Signing