

OUTDOOR EXPO

VENDOR INFORMATION

SHOW TIME 10am-4pm
ENTRY 7am-9am

We offer 5 types of vendor spaces. (Pricing listed on vendor registration form)

1. **CRAFTER**
 2. **RED**
 3. **BLUE**
 4. **FOOD & BEVERAGE**
 5. **KID ZONE**
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Crafter Spaces (hand made items only and no power)

Items being sold must be hand made only. Spaces are 10' x 10' and are the first spaces the public walk thru when entering the event. Gate opens at 7am for set up. You will check in at gate #1 and be given a map and directions. Once you pull into your spot please unload as quick as possible so we can get other vendors thru. Parking is available not far from the set up location but gates will be locked at 9am till 4pm. **REMEMBER! Gates will be locked and you will not be able to get a vehicle out until the end of the event** so if you have any intentions on going anyplace you should pull all the way outside the event in the regular parking spaces. Power is not available in crafter spaces and generators are not allowed. If you must have power, you will need to get a red vendor space. Crafters get up to 4 worker entries at time of check in and only 1 vehicle entry. If you have anyone coming after that they will need a ticket to get thru the main entrance. Tickets are \$5.00. If any workers leave the event they will need to get a wrist band at the main gate or they will have to buy a ticket to get back in. Pop-up tents must be weighted down properly! Gusts of wind always cause problems with pop-ups if not properly weighted and if anyone is hurt you will be responsible. If you choose to use 5-gallon buckets to tie down to we will have water available to fill them. Remember this is a rain or shine event so be prepared.

Red spaces (great for direct sales or small commercial vendors)

These spaces are 10' wide by 10' deep but in some cases, spaces may be deeper. See vendor registration for map and pricing. Most of these spaces are located between the crafter and the blue spaces. You will check in at gate #1 and be given a map and directions. Once you pull into your spot please unload as quick as possible so we can get other vendors thru.

Parking is available not far from the set-up location but gates will be locked at 9am till 4pm so if you have any intentions on going anyplace you should pull all the way outside the event in the regular parking spaces. Some red spaces may have room to park 1 vehicle behind the set up location. **REMEMBER! Gates will be locked and you will not be able to get a vehicle out until the end of the event.** Red space vendors get up to 4 worker entries at time of check in and only 1 vehicle entry. If you have anyone coming after that they will need a ticket to get thru the main entrance. Tickets are \$5.00. If any workers leave the event they will need to get a wrist band at the main gate or they will have to buy a ticket to get back in. Pop-up tents must be weighted down properly! Gusts of wind always cause problems with pop-ups if not properly weighted and if anyone is hurt you will be responsible. If you choose to use 5-gallon buckets to tie down to we will have water available to fill them. Power is available but limited to certain spaces. A fee of 10.00 will need to be included with the registration form. You will have to supply your own 50' extension cord. No generators allowed in these spaces. Remember this is a rain or shine event so be prepared.

Blue spaces (Great for commercial vendors, close to main event, music and food area.)

These spaces are 10' wide by 10' deep but in some cases spaces may be deeper. See vendor registration for map and pricing. Discounts available for larger spaces. See vendor registration or call for pricing. These spaces are located in the central event area and close to the music, food and restrooms. Depending on set up some vendor may be allowed to set up the day before the event. If setting up on event day you will check in at gate #1 and be given a map and directions.

Once you pull into your spot please unload as quick as possible so we can get other vendors thru. Parking is available not far from the set-up location but gates will be locked at 9am till 4pm so if you have any intentions on going anyplace you should pull all the way outside the event in the regular parking spaces. Some red spaces may have room to park 1 vehicle behind the set up location. **REMEMBER! Gates will be locked and you will not be able to get a vehicle out until the end of the event.** blue space vendors get up to 4 worker entries at time of check in and only 1 vehicle entry. If you have anyone coming after that they will need a ticket to get thru the main entrance. Tickets are \$5.00. If any workers leave the event they will need to get a wrist band at the main gate or they will have to buy a ticket to get back in. Pop-up tents must be weighted down properly! Gusts of wind always cause problems with pop-ups if not properly weighted and if anyone is hurt you will be responsible. If you choose to use 5-gallon buckets to tie down to we will have water available to fill them. Power is available but limited to certain spaces. A fee of 10.00 will need to be included with the registration form. You will have to supply your own 50' extension cord. No generators allowed in these spaces. Remember this is a rain or shine event so be prepared.

Food and beverage

Pricing is based on how many and type of items so please call to determine what price range you will fall under. Food vendors must meet health department standards and obtain any permits required. Food vendors also must provide liability insurance including Supreme Rental and Ingham County Fairgrounds as additional insurers. No generators except for frigerated trucks or trailers that can be parked in the vendor parking lot. Power is available for both 110v and 220v and must have at least a 50' extension cord. Food vendors will need to set up the day before the event if they need a power hook up. There will be a \$20.00 charge for each hook up and needs to be included in the vendor registration. We will supply you with a fresh water hook up at no charge. Be sure to bring whatever hoses needed. We try not to duplicate some food items so please be sure to go over the

items with us ahead of time. We do not have an oil/grease disposal bin so be prepared. We will need a photo of set up if you are new to our event.

ALL VENDORS

1. DO NOT PARK INSIDE FENCED IN AREA IF YOU WANT TO LEAVE BEFORE CLOSING. GATE STAYS LOCKED TILL WE CLOSE.
2. This is a rain or shine outdoor event so come prepared.
3. Power is only available in certain areas for a fee. No generators.
4. Cancellations will be refunded 30 days prior to expo. No refund on cancellations 29 days or less prior to expo.
5. We will be providing sink stations near the food vendors as well as restrooms and/or portable toilets.
6. No grills allowed unless you are a registered food vendor.
7. Vendors assume all responsibility of items left over night.
8. No subletting of space! We hold all rights to reject any vendor or exhibit.
9. Expo reserves the right to use all vendors or exhibits name for promotional purposes.
10. We ask that you don't leave booth space unattended. We will not be responsible for any missing items from your booth space. Closing down of a booth space before the specified time may result in elimination from future events.
11. All dogs must be on leashes and under owners control at all times.
12. No firearms and other weapons allowed.
13. Smoking is prohibited within 50ft of any exterior wall or entrance of all county buildings.
14. Vendors with rides and or moving equipment must provide proof of liability insurance certificate for not less than 1,000,000.00 and include Supreme Rental and Ingham County Fairgrounds as additional insurers.