



***Neighborhood
Marketplace
at the Livingston County
Home Show***

March 9-11, 2018

EARLY BIRD SPECIAL

Before December 1, 2017

\$100.00 per 6'x10' booth

*(Includes 6' skirted table
and electricity)*

AFTER DECEMBER 1, 2017

\$125.00 per 6'x10' booth

*(Includes 6' skirted table
and electricity)*

*Here's your opportunity to join us as a vendor
in our Neighborhood Marketplace at the
Livingston County Home Show!*

We are pleased to announce that the Neighborhood Marketplace is in its 5th year at the Livingston County Home Show. The home show and marketplace are scheduled for March 9-11, 2018. The Neighborhood Marketplace is a feature area limited to cash-and-carry sales with a focus on garden items, handcrafted décor, gourmet foods, gifts and so much more!

The 55th Livingston County Home Show will be held at the Howell High School Field House and hosted by the Howell Area Chamber of Commerce. The wrestling area, located in the Field House, gives Neighborhood Marketplace vendors prime space to display appealing products/goods and provide customers with an enjoyable cash-and-carry opportunity!

Last year, the Livingston County Home Show drew thousands of people throughout the weekend. Inside the Field House, the event showcases the latest in home improvement, decor, landscaping, power equipment and more. In addition to the home show, we also have a Fine Art show, Community Resource Fair and the ever popular "Taste of Livingston County" held Saturday from 11:30a.m. – 3:00p.m.

We are pleased to extend an invitation to vendors who are interested in displaying and selling handmade crafts, garden décor, gourmet foods and other items that you would typically see at an indoor/outdoor farmer's market. Booth space for the Neighborhood Marketplace will be sold on a first-come, first-serve basis. For 2018, we already have several booths reserved in advance from last year's vendors. **Space is limited (only 25 booths available), so reserve yours today!** Acceptance is at show management's discretion. Specific placement requests will not be considered unless you reserved your same booth space in advance at last year's show. Vendor space will only be assigned upon the order of which the application is received. **No applications will be processed without full payment.** In order to present a well-balanced array of products/goods, there is a maximum of one booth space per vendor. We will take special requests into

consideration for additional booth space ONLY if the Neighborhood Marketplace is not full four weeks prior to the scheduled show.

Registration Includes:

- 6' x 10' Booth Space
- 6' skirted table (Additional tables can be purchased at \$35 ea. and chairs at \$5 ea.)
- Electricity
- Listing in the Livingston County Home Show Guide distributed to thousands of area homes and businesses inserted in the Livingston County Daily Press & Argus and handed out at the main entrance of the home show
- Listing on livingstoncountyhomeshow.com website

Important Information:

- **Show hours:** Friday, 5 - 8 p.m.; Saturday, 10 a.m.- 8 p.m.; and Sunday, 11 a.m. - 4 p.m.
- **Move-In:** Thursday, March 8th, 8 a.m.-8 p.m. or Friday, March 9th, 8 a.m.- 4 p.m.
- **Move- Out:** Sunday, March 11th, 4:15 p.m. – 6:30 p.m. All exhibits must be removed from the field house on Sunday by 6:30pm --no later, otherwise the Howell Area Chamber of Commerce will remove items from fieldhouse at exhibitor's expense.
- **Vendors are not allowed to tear-down early.**
- **Absolutely no cooking or open flames. Strictly prohibited per Fire Marshal.**
- **Absolutely no firearms/weapons. Strictly prohibited on school grounds.**
- **Insurance verifications are to be provided prior to the show--please fax to Brenda Barone at 517.546.4115. Please see the attached form.**
- **Cancellations:** All requests for cancellations shall be made in writing and shall be subject to the following fee schedule:
 - Requests received before 5 p.m. on 2/5/18 – monies will be refunded less a \$15 handling fee.
 - Requests received after 5 p.m. on 2/5/18 – no refunds will be granted.

If you should have any questions, please don't hesitate to contact me.

Sincerely,

Brenda Barone

Brenda Barone
Event & Program Coordinator – Howell Area Chamber of Commerce

2018 NEIGHBORHOOD MARKETPLACE
AT THE LIVINGSTON COUNTY HOME SHOW
March 9-11, 2018

MARKETPLACE APPLICATION FORM

Please complete the form below and return with full payment to: HOWELL AREA CHAMBER OF COMMERCE, 123 E. WASHINGTON STREET, HOWELL, MI 48843. **Note: If you are new vendor or a past vendor who did not reserve in advance at last year's show, space will be on a first-come, first-serve basis upon receipt of paid application. If you reserved your 2018 booth space in advance with payment at last year's show, you will receive the same booth space, although we request you please complete the form below for our records.**

In order to be included in our pre-event marketing, applications must be received no later than February 5, 2018. Any questions, please contact Brenda Barone at 517.546.3920 or bbarone@howell.org

Please Print:

Company Name: _____

Featured Products in Booth: _____

Contact Person & Phone Number: _____

Email Address (REQUIRED): _____

Mailing Address: _____

Authorized Signature/Title: _____

Date: _____

Please Complete Below:

Booth Space – includes one 6' skirted table (*before Dec 1, 2017*): _____ @ \$100 ea.= _____

Booth Space – includes one 6' skirted table (*after Dec 1, 2017*): _____ @ \$125 ea.= _____

Additional # of 6' Skirted Tables: _____ @ \$35 ea. = _____

of Chairs Requested: _____ @ \$5 ea. = _____

Electricity Needed: Yes _____ No _____

Will your display be higher than 6' feet tall? Yes _____ No _____

Total amount enclosed (Please make checks payable to: Howell Area Chamber of Commerce): _____

You will receive a confirmation within 3-4 weeks of event.