



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

**March 27-29, 2020**

**EARLY BIRD SPECIAL**

Before December 2, 2019

**\$125 per 6'x10 booth**

(Includes 6' skirted table  
and electricity)

**AFTER DECEMBER 2, 2019**

**\$150 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 7<sup>th</sup> year at the Livingston County Home Show.** The Home Show and Marketplace are scheduled for March 27-29, 2020. 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 57<sup>th</sup> Livingston County Home Show will be held at the Howell High School Fieldhouse and is hosted by the Howell Area Chamber of Commerce. The wrestling area, located in the Fieldhouse, 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 Fieldhouse, 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 all weekend, 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 2020, 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 \$40 ea.; chairs at \$10 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](http://livingstoncountyhomeshow.com) website

**Important Information:**

- **Move-In:** Thursday, March 26<sup>th</sup>, 8 a.m.-8 p.m. or Friday, March 27<sup>th</sup>, 8 a.m.- 4 p.m.
- **Move- Out:** Sunday, March 29<sup>th</sup>, 4:00 p.m. – 6:30 p.m. *All exhibits must be removed from the Fieldhouse on Sunday by 6:30pm --no later, otherwise the Howell Area Chamber of Commerce will remove items from fieldhouse at exhibitor's expense.*
- **Show hours:** Friday, 5-8pm; Saturday, 9am-6pm.; and Sunday, 11am-4pm
- **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 Jeanne Clum at 517.546.4115. Please use 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 1/27/20 – monies will be refunded less a \$25 cancellation fee.
  - Requests received after 5 p.m. on 1/27/20 – no refunds will be granted.

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

Sincerely,

*Jeanne Clum*

Livingston County Home Show Coordinator  
Howell Area Chamber of Commerce

# 2020 NEIGHBORHOOD MARKETPLACE

AT THE LIVINGSTON COUNTY HOME SHOW

March 27-29, 2020

## 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 2020 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 March 6, 2020. Any questions, please contact Jeanne Clum at 517.546.3920 or lchomeshow@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 2, 2019**):

\_\_\_\_\_ @ \$125 ea. = \_\_\_\_\_

Booth Space — includes one 6' skirted table (**after Dec 2, 2019**):

\_\_\_\_\_ @ \$150 ea. = \_\_\_\_\_

Additional # of 6' Skirted Tables:

\_\_\_\_\_ @ \$40 ea. = \_\_\_\_\_

# of Chairs Requested:

\_\_\_\_\_ @ \$10 ea. = \_\_\_\_\_

Electricity Needed:

Yes \_\_\_\_\_ No \_\_\_\_\_

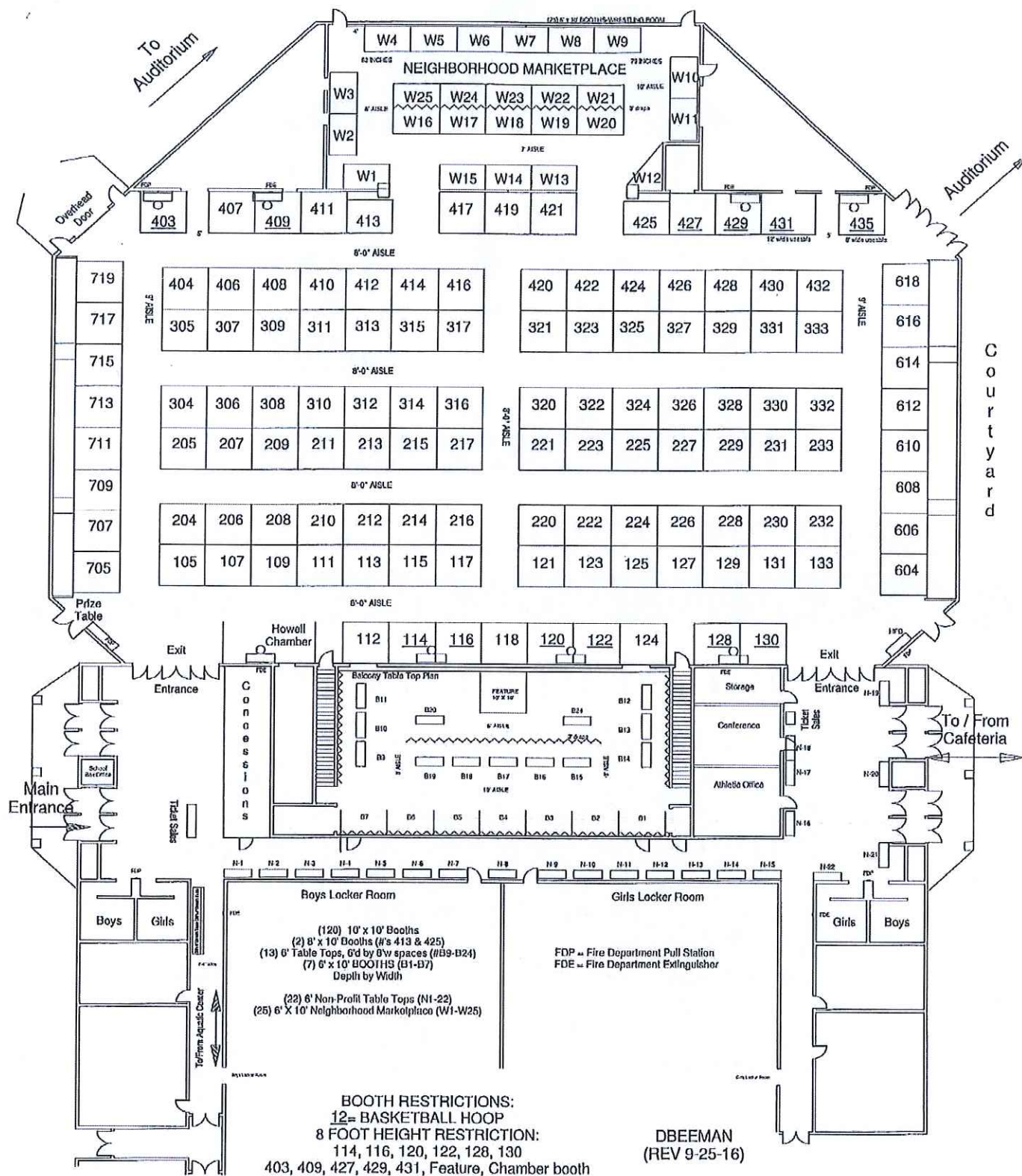
Will your display be higher than 6' feet tall?

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.**

# Livingston County Home Show



# Terms of Agreement

## Livingston County Home Show

March 27-29, 2020 Howell High School Fieldhouse



1. All Exhibitors agree to indemnify and hold harmless the Chamber for any claims for injury to persons or property arising out of the operation of the Exhibitor's booth. All Exhibitors shall present the Chamber with an Acord Certificate of Liability Insurance with the Howell Area Chamber of Commerce named as an *additional named insured* for the Home Show. This must be received prior to exhibitor set up. The Acord Certificate shall endorse the Chamber indicating that the Exhibitor has commercial general liability limits of not less than \$300,000 per occurrence for bodily injury and property damage.
2. Exhibits shall not exceed 8 feet in height without prior written permission from the Chamber. Side walls of the booths must be finished on both sides (i.e. no 2" X 4", studs, etc. showing). In the event that permission is granted to exceed 8' height, the backside of the display above that level must be covered in a manner so as not to detract from any other exhibits, and is subject to approval by the Chamber. All signs shall remain within the confines of the assigned booth space and must be designed so as not to detract from other exhibitors or exhibit space. Tables must be covered and skirted. The Chamber retains the discretionary right to remove any exhibit or portion of exhibit that is not in compliance with the purpose or rules of the show.
3. Booth space is exclusive to the exhibitor listed on the contract. Exhibitor agrees not to sublet or assign any portion of their assigned space.
4. The Chamber will provide day and night security (Wednesday night through the end of show on Sunday) and no other persons will be permitted to loiter or remain in the building after the closing hour without special permission from the Chamber.
5. The Chamber shall at all times have the right to determine the use and time of use of the Fieldhouse, and to make such rules and regulations as may be necessary.
6. The Chamber and Howell High School are not to be held responsible in any way for loss by fire or theft of property of Exhibitor.
7. All aisle space is under control of the Chamber and shall not be used for exhibit or demonstration purposes.
8. Exhibitors will have installation of exhibits completed by 4:00 p.m. on Friday, March 27. Overhead doors will be closed after 4:30 p.m. on Friday. The show ends at 4:00 p.m., Sunday, March 29. Removal of all exhibits must be completed by 6:30 p.m. on Sunday, March 29. If Exhibitor fails to comply with removal times stated above, the Howell Area Chamber of Commerce will remove the exhibit at Exhibitor's expense.
9. Exhibitors may NOT tear down and exit their booth prior to 4 p.m. on Sunday. To do so compromises the value the show provides to our customer, as well as their safety.
- Violation of this term will result in not being permitted back to the home show the following year.
10. At the expiration of this agreement, Exhibitor will exit said booth space in such condition as originally taken, and will be responsible for any damage caused by use of the booth space.
11. For safety and conservation reasons, all exhibit power to booths in the Fieldhouse shall be shut off no later than (1) hour after show closing each night and will not be turned on until 8 a.m. the following morning.
12. Exhibitor agrees that there will be at least one adult representative in their exhibit during show hours.
13. No helium balloons are allowed in the Fieldhouse.
14. No advertising signs may be posted on schools grounds. This is against school policy and we must abide.
15. No smoking will be allowed in the Fieldhouse or on school grounds. This is a State Fire Code and school policy, which we MUST abide.
16. Exhibitors are not permitted to drive on the lawn or sidewalks of the Howell High School premises without the permission of the Home Show Committee. The Exhibitor will be responsible for any damages made to the Howell school grounds.
17. This application does not constitute a contract for space until approved by an authorized representative of the Chamber. The Chamber reserves the right to reject any application for space or to restrict the amount of space available to any Exhibitor, whenever, when in the opinion of the Chamber, it is in the best interest of the Home Show to do so.
18. The Chamber reserves the right to fine violators of the above rules and regulations in the amount of \$50 per infraction, which is immediately due. The Chamber also reserves the right, upon refusal of Exhibitor to comply herein, to cancel Exhibitor's lease and to remove, at Exhibitor's expense, its exhibit and to retain all monies previously paid for rent as liquidated damages.
19. The Howell Area Chamber of Commerce shall not be responsible for any act of God or any other actions beyond the control of the Chamber closing all or any portion of the Home Show. In any event, the Chamber's liability for failure to perform any condition of the agreement shall be limited to refund of the entry fee paid by the Exhibitor pursuant to this agreement.
20. Cancellations – all requests for cancellation shall be made in writing and shall be subject to the following fee schedule:
  - Requests received before 5 p.m. on 01/27/20 – monies will be refunded less a \$150 handling fee.
  - Requests received after 5 p.m. on 01/27/20 – no refund will be granted.

# Request for Insurance Certificate

**Instructions:** All Exhibitors shall present the Chamber an Accord Certificate of Liability Insurance with the Howell Area Chamber of Commerce named as an additional named insured for the Livingston County Home Show. Your insurance agent will be familiar with the process.

**For your convenience, you may fax the form below to your insurance agent who will then provide the certificate directly to us.**

TO: \_\_\_\_\_  
(Your insurance agent)

FAX NUMBER: \_\_\_\_\_  
(Your insurance agent's fax #)

FROM: \_\_\_\_\_  
(Print your company name here)

PHONE NUMBER: \_\_\_\_\_  
(Print your phone number here)

## **SUBJECT: Request for Accord Certificate of Commercial General Liability Insurance**

We are participating in the **2020 Livingston County Home Show** hosted by the Howell Area Chamber of Commerce. The show dates are March 27-29, 2020. Please provide an Accord Certificate of Liability Insurance coverage.

Please fax or email the Accord certificate, listing the Howell Area Chamber of Commerce as the certificate holder and listing the liability amounts and expiration dates for our company. **The Accord certificate shall endorse the Chamber indicating that the exhibitor has commercial general liability coverage of not less than \$300,000 per occurrence for bodily injury and property damage.**

Hosted by:  
Howell Area Chamber of Commerce  
123 E. Washington St.  
Howell, MI 48843  
FAX: 517-546-4115

Show location:  
Howell High School  
1200 W. Grand River  
Howell, MI 48843  
**Show Dates: March 27-29, 2020**

**Please fax to (517) 546-4115  
or email to [lchomeshow@howell.org](mailto:lchomeshow@howell.org)**

**Howell Area Chamber of Commerce, 123 E. Washington St., Howell, MI 48843  
Questions? Please call Jeanne Clum at (517) 546-3920.**