



Simply Elegant
EVENT MANAGEMENT & PLANNING

SIMPLY SMALL BUSINESS SATURDAY EXPO



November 30, 2019
12 PM - 4 PM

Simply Small Business Saturday Vendor Expo

DATE: November 30, 2019

TIME: 12:00 pm- 4:00 pm (General Admission); 10:00 am - 4:30 pm (Vendor/Exhibitor Access)

VENUE: Tabernacle Missionary Baptist Church, 2080 W. Grand Blvd, Detroit, MI 48208

VENDOR/EXHIBITOR APPLICATION

To complete this Vendor Application, you must read all pages of the application fill out contact information, booth information, extras and cost information. You must provide signature where requested. You must read and agree to the Rules and Regulations of the show.

Mail or email application with payment to:

Simply Elegant Events

Attn: Simply Small Business Saturday Expo

440 Burroughs St, Suite 103

Detroit, MI 48202

Email: info@mysimplyelegantevent.com

Phone: 734.437.9535

Cash App \$itsfoggy2

Pay Pal: PayPal.Me/itsfoggy2

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A Simply Elegant staff member will contact you by email to confirm that we have received your application and that you have been approved as a Confirmed Vendor for the Show.

Vendor space is sold on a first come, first serve basis. This means that all vendors who have paid and turned in a completed application will be accepted into the show before those who have not. Unless you are an Upgraded Vendor, there are no guarantees about booth location.

Only one company per booth! **See Rules & Regulations.**

Complimentary Vendor Perks

Every booth includes the following equipment at no additional cost:

- Up to two chairs
- Black Table Cloth
- A Table Tent Booth Sign
- Company promotion via Simply Small Business Expo website (and show programs)
- An opportunity to video a 2 minute segment of you talking about your business or product with our videographer.
- Networking opportunities with potential clients as well as other small business professionals

RULES AND REGULATIONS

SIMPLY SMALL BUSINESS EXPO AGREES TO:

1. Abide by our Rain or Shine Policy. In the event of severe weather conditions, the show will not be cancelled. Vendor's booth payments will not be refunded.
2. Provide the exhibitor with the booth package for which he/she pays for.
3. Advertise the show through various media outlets
4. Provide each paid exhibitor with a 2 minute interview about their company that will be played on social media outlets and websites.
5. Furnish the guests with programs and bags at the show.
6. Provide ample time for set-up and teardown of booths.
7. Simply Small Business Expo reserves the right to refuse any vendor for any reason.

EACH VENDOR/EXHIBITOR AGREES TO:

1. Exhibitors will have access starting at 10 AM for set-up on Saturday November 30.
2. All set-ups must be done by 11:30 am.
3. Exhibitors will have the booth(s) manned during all show hours.
4. Exhibitors will not dismantle or breakdown booths or tables until the end of the show.
5. Exhibitor agrees to completely remove booth(s) from show site by the final move-out time limit, which is two hours after the end of the show, or be subject to penalty fees.
6. Additional booth equipment is available on a first come, first serve basis. Day-of orders are subject to availability.
7. Please be mindful during set-up not to overload the tables due to weight limit and clutter.
8. Provide a gift certificate or merchandise with a minimum value of at least \$10 to be given away as a Vendor's Attendance Prize
9. One company per booth. One company will utilize the exhibitor space. If multiple representatives of the same company wish to share the booth space, this will be permitted. However, please notify show management prior to the show date. The exception to this is when the same individual owns multiple companies.
10. Exhibitors will not display items with profane language or sexual content due to the venue where this show will take place.
11. Decorate the designated table space with appropriate items and materials of interest that are related to the products or service sold by the exhibitor.
12. If an exhibitor sells merchandise from their booth, it is the exhibitor's responsibility to collect tax at the proper rate, pay the tax collected, and report the tax for the correct location.
13. Exhibitors must not interfere with the neighboring booth's visibility or infringe on their area. Display of wares must be kept within the confines of the contracted exhibit space.
14. Bands, loudspeakers, radios, television sets, and/or the operation of any machinery or equipment which is of sufficient volume to be annoying to neighboring exhibitors will not be permitted.
15. Understand Tabernacle Missionary Baptist Church (Venue) has a No Outside Food or Beverage Policy. However, sample size portions of food/drink are permitted. Alcoholic beverages are not allowed.
16. Understand that Tabernacle will not allow open flame in the building. Candles with glass protection surrounding the flame are permitted. Open flame candles (candles that do not have glass protection) will be extinguished.
17. The exhibitor is entirely responsible for the exhibit space allotted and shall be liable for any loss or damage to the premises and for any loss or damage to any equipment.
18. Exhibitors must protect Tabernacle Missionary Baptist Church's equipment, walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean-up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space.
19. Simply Small Business Expo will exercise all reasonable care for the protection of exhibitor's materials and displays. Exhibitors wishing to insure their goods must do so at their own expense. Exhibitors are charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention, customs and public safety while participating in the show.
20. Insure yourself against any claims resulting from the exhibits. Simply Small Business Expo will not be responsible for any personal injury,

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- damage or loss to exhibits by fire, theft, pilferage, malicious action or accidents.
21. Upon signing completed Vendor Application, the exhibitor assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the Simply Small Business Expo, Simply Elegant, Tabernacle Missionary Baptist Church and their managers, board members, show sponsors, and employees, against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from or in connection with the exhibitor's participation in the show or from exhibitor's activities conducted upon Tabernacle Missionary Baptist Church's property.
 22. Exhibitors must comply with the Americans with Disabilities Act. AMERICANS WITH DISABILITIES ACT: Exhibitor will ensure that its exhibit and product/service information comply with the regulations and guidelines of the Americans with Disabilities Act (ADA). The ADA requires that exhibits be accessible by persons with disabilities.
 23. Exhibitors must make payment with cash, check, or credit (Pay Pal or Cash App) prior to the show. Make checks payable to Simply Elegant Events.
 24. Understand and agree that this contract is firm with a non-refundable payment.
 25. Exhibitors who violate the Simply Small Business Saturday Expo Rules & Regulations may be banned from participating in future shows and subject to penalty fees.
 26. Simply Small Business Saturday has the right to cancel contract with any exhibitor any time prior to or during the show.
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VENDOR INFORMATION

Company Name: _____

Contact Person: _____

Permanent Address of the business: _____

City, State, Zip Code: _____

Website: _____

Email Address: _____

Business Phone: _____ Best Contact Number: _____

Facebook Name: _____ Instagram Name: _____

Twitter Name: _____

What type of company are you? (Examples: Beauty, Cake, Wedding Planning, etc.)

Mandatory Attendance Prize: Minimum Value \$10 (Prizes can be a discount on services that you provide or an actual gift/prize. Attendance prizes will be listed in the show programs and on show website.)

Participation Type Requested:

	Vendor Table - \$40.00 Extra Table - \$25
	Bag Drop - \$25.00 <i>Include a product, a coupon, brochure, etc. in our bags that will be given to participants at the show. A quantity of 100 (minimum) is due to Simply Elegant Events no later than November 15, 2019.</i>
	Lunch - \$10
	Hashtag Sign - \$30
	Business Branding \$50
	YOUR TOTAL _____

PAYMENT: Pay by cash, check, or credit. MC, Visa, American Express and Discover are accepted. If you wish to pay via credit card, you can either call 734-437-9535 to make payment over the phone or by PayPal. Checks should be made out to Simply Elegant Events.

Due to limited booth space availability, payment in full is required to guarantee your reservation.

THIS APPLICATION IS NOT VALID UNLESS IT IS SIGNED. ALL VENDORS MUST SIGN THIS FORM!

My signature signifies that I understand and agree to adhere to the Small Business Expo Show's Rules and Regulations.

Company Name: _____ Representative Name: _____

Responsible Representative's Signature: _____ Date Signed: _____