



Made in the Mitten 2017

Saturday, October 7 from 10 am – 5 pm
Orion Center 1335 Joslyn Road Lake Orion

Company Name (to appear in print): _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Event Day Phone: _____

E-Mail Address: _____

Website Address: _____

Authorized Signature: _____ Date: _____

10 x 10 space \$60 (2 tables per space)

6 or 5 ft table space \$40 (1 table per space)

Number of Space(s) Requested: _____ (2 spaces max per vendor) Fee Enclosed: _____

Do you need a table(s)? Yes No, I will bring my own tables/display

Do you need electricity? Yes No
Electricity is available on a limited basis. You will need to bring your own extension cord(s).

Brief description of what your company will exhibit, please include/attach photo:

Orion Township Community Programs reserves the right to refuse any business if too many like/similar businesses are already registered and/or if end products are not made locally in Michigan. All spaces are indoors on the upper and lower levels in the Orion Center. Discount table rate available for non-profit organizations.

Sponsored by:
Orion Township Community Programs
Return to: Orion Township Community Programs, 1335 Joslyn Road Lake Orion MI 48360
Attention Jennifer L. Vezina

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Rules and Regulations

Payment for Space

All monies paid shall be retained by Orion Township Community Programs, and are nonrefundable and nontransferable in the event of an exhibitor/vendor/sponsor violate or fails to fulfill the contract. This includes reducing the size of the exhibit, withdrawal from event. If the exhibitors fail to submit space requirements or complete paperwork Orion Township Community Programs shall have the right to take possession of said space and lease it to another party.

Refunds

Full refunds will be given if cancellation occurs sixty (60) days prior to the event, minus a \$10 cancellation fee, there will be no refund given if cancelled less prior to the event. All monies will be retained if the exhibitor/vendor/sponsor fail to fulfill, violates or cancels reservations. There is no rain date for this event and there are no refunds in the event of inclement weather.

Demonstrations & Activities

The rights and privileges of an exhibitor/vendor shall not be infringed upon by any other exhibitor/vendor. All activities, including advertising, must take place within the exhibitors/vendors allotted space.

Conduct

Uncooperative behavior, unethical conduct, rule infractions, any sexually oriented material or safety hazards to any persons or property is unacceptable and will be cause for dismissal from the event. All laws, ordinances and regulations that pertain to fire prevention, health and public safety must be adhered to.

Food & Beverages

Any exhibitor/vendor selling or distributing food products or beverages are subject to all Oakland County Health Division rules and regulations:

If applicable, applications must be submitted a minimum of 48 hours prior to event day, with the Health Division located in the County Service Center Bldg. #36 East, 1200 N. Telegraph Road Pontiac 48341. They can be reached at 248.858.1280. Inspections can/may be done on site by the Oakland County Health Department on event day.

Permits & Licenses

All exhibitors/vendors are required to comply with any and all federal, state and local laws, rules and regulations and obtain any applicable licenses and/or permits including but not limited to sales taxes, raffle permits and others. Exhibitor agrees to pay when all royalties, license fees or any other charges that accrues during the event.

Set Up & Clean Up

Vendors will have access to booth space beginning at **8:30 am** on event day. All clean up must be completed by **7:00 pm** on same day. Vehicles parked in unauthorized areas during event times will be towed at owner's expense. Vehicles are asked to park in the gravel lot adjacent to the Paint Creek Trail. Any items not removed by 7:00 pm become property of Orion Township.

Items may not be hung on the walls, ceiling or fixed to the floor in any manner.

Additional Information

For additional information or questions concerning the event, please contact Jennifer Vezina at 248.391.0304 x 303 during office hours Monday through Friday, 9:00 am to 4:30 pm in the Orion Center at 1335 Joslyn Road or jvezina@oriontownship.org