



# The Perfect Party Expo

Saturday, February 28<sup>th</sup> from 10 am – 4 pm  
Orion Center 1335 Joslyn Road Lake Orion  
Application Deadline: February 20

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: \_\_\_\_\_

*Please read rules and regulations carefully on reverse side prior to signing.*

Number of Space(s) Requested: \_\_\_\_\_ (2 spaces max. per vendor) Fee Enclosed: \_\_\_\_\_

*Make Check Payable to: Orion Township*

*\$75 Early Bird Discounted Rate*

*\$85 Late Registration after January 7*

*\$95 Premium Lobby Space, limited availability*

*Each space includes a 6 ft. table, (1 table per space), vendor break area with refreshments and Wi-Fi availability.*

Do you need electricity? Yes No

*Electricity is available on a limited basis. You will need to bring your own extension cord(s).*

Orion Township Community Programs reserves the right to refuse any business if too many like/similar businesses are already registered. Brief description of what your company will exhibit, please include/attach photo if necessary:

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Sponsored by:

Orion Township Community Programs

Return To: Orion Township Community Programs,  
1335 Joslyn Road Lake Orion MI 48360

# The Perfect Party Expo

## 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 **5:30 pm** on same day and no earlier than **4:00 pm**. Vendors cleaning up earlier than 4:00 pm may be refused in future Expos. Vendor parking will be restricted to the northern and eastern most parking spaces, furthest from the building. Vehicles parked in unauthorized areas during event times will be towed at owner's expense. Vehicles with trailers may be asked to park in the gravel lot adjacent to the Paint Creek Trail. Any items not removed by 5:30 pm become property of Orion Township.

### Additional Information

For additional information or questions concerning the event, please contact Jennifer Vezina or Anna Stuben at 248.391.0304 x 305 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](mailto:jvezina@oriontownship.org) or [astuben@oriontownship.org](mailto:astuben@oriontownship.org)