

Neighborhood Small Business Expo & Community Marketplace Application
@ St. Peter Parish, Eaton Rapids

Calling all crafters, gardeners, home-based business owners, and shop owners! Come support your local Parish and share your business venture with the community.

When: Saturday, April 27th from 9:00AM - 5:00PM
Where: St. Peter Parish Hall, 515 E. Knight Street, Eaton Rapids 48827
Why: Why not? You help us, we help you - it's a win-win!
Cost: \$40 table (Includes bottled water a concession stand coupon)

Vendors may set up Friday night from 5:00 - 8:00PM and/or Saturday morning at 7:00. If you have any questions, contact Jessica Schaub @ 517-663-4735.

Note: If you are a food vendor, you will need to attach a copy of your Cottage License to this Application. All applications will be reviewed and vendors will be contacted in a timely manner of their acceptance or denial.

To participate, fill out the form below and return to:

St. Peter's Expo
ATTN: Jessica Schaub
515 E. Knight Street
Eaton Rapids, MI 48827

Name: _____
Name of Business (DBA or LLC): _____
Phone #: _____ Email: _____
Website: _____
Mailing Address: _____
Type of product/service offered: (Be as specific as possible, include pictures if possible.) _____

Do you need access to an outlet? _____ (Please bring your own extension cords.)
Size Table (Circle): 8-Foot 6-Foot 6-foot Round
Will you need a white table covering or are you bringing you own? _____
Number of people working at your booth: _____
Names of people at your booth (so we can provide Name Tags): _____

When will you set up? *Please circle:* Friday 5:00-8:00pm Saturday 7:00-8:30 am
Are willing to donate a product to a raffle? YES NO

FAQs

1. How many vendor spots are available?
 - a. 40-50, depending on the size tables vendors request. If several vendors require 2 or more tables, then the total number of vendors will be smaller.
2. I have a home-based business. How many of the same vendors will you allow?
 - a. If you sell Mary Kay, Pampered Chef, Paparozzi, or the like, the vendors will be limited to only one of each type of home-based business. If however, you sell Thirty-One, other purse vendors will be permitted. The total for each type of vendor (i.e. purses, make-up, etc.) will be limited to no more than 3.
3. When can we set up?
 - a. Friday April 26th from 5:00-8:00 and Saturday April 27th, doors will open at 7:00. There is a request on the Application for the time you would like to set-up.
4. Do you have a larger space available so I can do a cooking demo or set up a photo booth?
 - a. Yes. Depending on your needs, we can work with you to determine how much space you need and if you will need that space for the duration of the Expo. Contact Jessica Schaub @ SPCEatonRapidsFaithFormation@gmail.com with specific requests and she will work with you to determine a fair cost.
5. What will be provided for my \$40 rental fee?
 - a. You will have an 8 foot table and access to an outlet. Also, a coupon for the concession stand will be at your table. We will have signs with the name of our business on the table or behind your table on the wall. Be sure that your application has the exact name and spelling of your business.
 - b. You should bring your own table coverings, extension cords, and display props.
6. What types of Advertising will be done to ensure that there are ample shoppers at this event?
 - a. Good question! Ads have been placed in the Community Newspapers, the Lansing State Journal, Faith Catholic Magazine, local church bulletins throughout the Lansing Diocese, other church bulletins, Facebook, Instagram, email lists, and flyers have been taken to local stores for advertising.
7. I sell baked goods, canned goods, and other edibles I make at home. Do I need to have any special license?
 - a. Yes. You will need to submit a copy of your Cottage License for the Expo Management to have on file.
 - b. All baked goods, bath and body goods, etc. must be labeled with all ingredients listed.
8. Will I receive a receipt for my table/space rental?
 - a. Of course. It will be on your table when you arrive to set up, along with a copy of your application.