



PLEASE NOTE OUR NEW DATE!

April 28, 2017

11am to 5pm

Presented by: **Amer1can**
CREDIT UNION

ACHIEVE

You are invited to join us at the first MI-Ability Assistive Technology Conference and Expo. The goal of the MI-Ability Conference and Expo is to provide access to information and resources for families, individuals with disabilities and professionals.



The Expo will include vendors who provide Assistive Technology or help you learn to navigate the process of obtaining Assistive Technology products.

GROW

The Conference will provide Assistive Technology training for professionals with the opportunity to receive Continuing Education Credits.



Friday, April 28, 2017

W. J. Maher Campus, Jackson College

3000 Blake Rd.

Jackson, MI 49201

LEARN

For more information contact:

Lora Bigcraft, Services Director
disAbility Connections
(517) 782-6054
lora@disabilityconnect.org



2016 MI-ABILITIES Conference & Expo Vendor Application

April 28, 2017

11 am to 5 pm

W.J. Maher Campus, Jackson College

3000 Blake Rd.

Jackson, MI 49201

Vendor Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Service/products being promoted/sold at booth: _____

Upon Vendor approval you will receive an electronic version of the Event flyer to hand out and post to promote the event.

A confirmation e-mail including full details will be sent no later than 2-3 weeks prior to event. We recommend you check your Spam/Junk boxes if you believe you have not received communication from us within two weeks of the event.

BOOTH INFORMATION

Booth size is approximately 10' x 10', fee includes one eight foot table, 2 chairs and 2 lunches. If you would like additional lunches they may be ordered below at \$10 each.

Electricity is available but you must bring your own power cord.

Table skirts are required and are not provided, you **must** bring your own.

Water and coffee will be available through out the day at no charge.

Booth Fee- \$200 \$ _____

_____ Additional Lunches @ \$10 each \$ _____

Total Payment Due \$ _____

Payment may be made by Cash, Check, Credit or Debit card.

Make Checks Payable to:

disAbility Connections
409 Linden Ave
Jackson, MI 49203

Credit/Debit may be done in person at the above address or by phone to:

(517)-782-6054

DEADLINE FOR REGISTRATION IS April 16, 2017

*VENDOR SPACE IS LIMITED AND ON A FIRST COME FIRST SERVED BASIS

*PAYMENT MUST BE RECEIVED IN FULL BY DEADLINE

*PLEASE NOTE THAT YOUR VENDOR SPACE WILL NOT BE RESERVED UNTIL PAYMENT IN FULL IS RECEIVED

REQUIRED SIGNATURE I have read and agree to the terms & conditions of the MI-ABILITIES Conference & Expo on page 2

X _____

DISABILITY CONNECTIONS USE ONLY

Date Received:	Payment Type: Cash, Debit/Credit Check# _____ Amt Pd. _____	Approval Confirmed with Vendor on: Date: _____	Booth # assigned _____
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MI-ABILITY CONFERENCE AND EXPO TERMS AND CONDITIONS

An authorized representative of the business/organization must sign the application at the bottom of page 1 stating that they have read and agree to the following terms & conditions or they will not be considered to participate.

- All applications are subject to approval by disAbility Connections. disAbility Connections reserves the right to decline or prohibit any exhibit or vendor and to permit only such matter and conduct as it may approve. This reservation covers people, things, conduct, printed matter, advertising, souvenirs, emblems and all else that affects the event.
- Vendors are responsible for their own Michigan Sales Taxes and understanding the laws pertaining to charging and submitting details to the State for sales tax. If you do not have a Michigan Sales Tax License, the State of Michigan Concessionaires Form C-5603 is available online at the State of Michigan website. Each vendor acknowledges they have all the required regulatory permits, licenses, insurance, etc. to be in compliance with all rules and regulations that may apply to sales of merchandise.
- A vendor who has sent in the application with fee and is confirmed, but cancels (no matter what time) is not subject to receive a refund. Extenuating circumstances may constitute the issuance of a refund, but is not guaranteed.
- Organizers reserve the right to expel any vendor at any time, without cause.
- Organizers have the right to refuse/remove any items any vendor is selling if found to be in bad taste or inappropriate. All items deemed inappropriate must be removed immediately by vendor or they are at risk of being asked to leave the event without refund.
- No vendor will have exclusivity selling merchandise or providing services for any one type of product or service, but only one representative from any multi-level marketing business which has numerous representatives selling/promoting the product/service is allowed.
- Main Booth Contact listed on Page 1 is responsible for sharing any pertinent information sent from event organizers with all booth workers, including set up people if they are different than those working the booth. Event organizers only communicate with the Main Contact Person on the application. Provide only ONE email address for us to communicate with you.
- Sharing of booth space is not allowed. Only one vendor can occupy a booth space. Each vendor must fill out an application and pay separately. Requests to be next to another vendor is allowed, but only accommodated if there is availability.
- Vendors are required to bring their own extension cords/power strips and label them for ownership proof.
- There will be no assistance provided for unloading, set up, tear down or loading. Each vendor is responsible for any and all equipment needed to unload and load supplies for your booth. No carts will be available for vendors.
- Booth set up will occur the day of the event from 9:00 to 10:30. All booths MUST be set up and ready for the event by 10:30 am
- Vendors may not tear down booths early. Any exhibitor packing up early will not be permitted to participate in future events. Vendors must tear down and remove all property from the facility by 6 pm event day.
- Vendor agrees to allow American 1 Credit Union or disAbility Connections to use any photographs or video taken at the event for promotional purposes without compensation. All photos and videos taken and used in promotions are the property of the event coordinators.
- No alcoholic beverages are allowed at this event. Smoking is not allowed on campus property or buildings.
- Pets are not allowed. Working services animals are permitted only.

- Vendors are only guaranteed a 2017 MI-ABILITY Conference & Expo booth if the signed application (page 1), signed Hold Harmless Agreement (page 3), valid certificate of insurance showing liability coverage (see HH Agreement) and full booth payment are received. Vendor space is limited and given on a first come first served basis. Registration deadline is April 16, 2016.



HOLD HARMLESS AGREEMENT
& INSURANCE REQUIREMENT POLICY

- 1. "Vendor" shall mean: _____
2. "Event" shall mean: MI ABILITY CONFERENCE & EXPO
3. Vendor understands that by signing this Agreement, Vendor shall assume all risks associated with participating in this Event, including but not limited to, falls, the effects of weather, and any other loss, cost, or damage.
4. Vendor agrees that disAbility Connections, any of their Board members, agents, employees, volunteers, and independent contractors shall not be held liable for, and are expressly released from, liability for any damage, loss, harm, or injury to the person or property of Vendor or any of its agents, volunteers, or employees.
5. Vendor agrees to defend, indemnify, and hold harmless disAbility Connections, as well as their Board members, agents, employees, volunteers, and independent contractors, from any and all liabilities, claims, suits, damages, losses, judgements, demands, costs, and expense of any kind (including reasonable attorneys' fees and other expenses), arising from Vendor's participation in this Event.
6. Vendor shall provide disAbility Connections with a Certificate of Insurance as proof of insurance for the Event. In the event a valid Certificate is not provided to and approved by disAbility Connections, Vendor recognizes that it will not be allowed to participate in the Event.
7. Vendor agrees to reimburse disAbility Connections for all reasonable attorneys' fees incurred by disAbility Connections to enforce the terms of this Agreement.
8. Any change to this Agreement must be in writing and signed by the parties. This Agreement shall be governed by the laws of the State of Michigan.
9. Vendor has carefully read this Agreement, understands it fully, and executes it voluntarily.
10. For Corporations and Limited Liability Corporations: Under penalty of perjury, I certify that I agree to be bound by the terms herein. I further represent that I am authorized to enter into binding agreements on behalf of the Company named.

Representations: Any person executing this Agreement on behalf of a Vendor warrants that they have authority to do so. Said person accepts full personal liability for all relevant obligations herein if they are not authorized to execute this Agreement in a representative capacity on behalf of the Vendor.

SIGNATURE ON BEHALF OF VENDOR:

Signature of Vendor or Officer

Date Signed

Print Name

Title of Person Signing