

**Non-Profit Table Rental Agreement**  
**Great Cloth Diaper Change of Mid-Michigan Expo**  
**April 26, 2014 from 9am to 1pm**

**SET UP**

- ✓ Set up will be available at 7:30am Saturday. Please check in before proceeding to your table. Please arrive by 8:30am or your table will be available to others to rent. **No refunds** will be given for late arrivals or no-shows.
- ✓ You are expected to be at your table for the complete event time (9am-1pm). Early table breakdown is not permitted without prior approval from event organizers. Anyone leaving early will not be permitted to rent tables at future events.
- ✓ You will be provided a table to promote your organization and raffle/sell items from. You must keep your items in the area assigned to you and not have items protruding out into the walkways where they may cause someone to fall or trip. If you are in need of more than one table, one additional table will be available at a discounted price.
- ✓ Table renters are expected to provide their own change and their own bags. The event organizers will not provide these items. Renters are also expected to act as their own security for items they bring to sell. The organizers cannot be responsible if items or money are stolen from a renter.
- ✓ One non-profit organization per table. As this is a family event, only organizations with all-ages appropriate items will be permitted.
- ✓ At the end of the event, you are responsible for leaving your table area clean and free of trash.

**GIVEAWAY ITEMS**

- ✓ Each non-profit organization is welcome to provide business cards/flyers and promotional items (keychains, pens, stickers, etc.) for the GCDC participants. There will be swagbags for the first 25 registered participants. If you wish to provide items for all participants, please let us know and we will notify you of the total number of registered participants the week of the event.
- ✓ Each non-profit organization is encouraged but not required to provide an item (or items) for the raffle giveaway.
- ✓ Please bring your giveaway items with you to check-in.

**EVENT LOCATION**  
Holy Spirit Lutheran Church  
7234 Fenton Rd.  
Grand Blanc Twp., MI 48439

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Non-Profit Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tables:

\_\_\_\_\_ One 8 foot table for \$15.00          \_\_\_\_\_ Two 8 foot tables for \$25.00

Is electricity requested?     Yes     No  
(Every effort to accommodate your request will be made)

Please briefly describe your organization and what will be displayed at your table:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tables are on a first come first serve basis. Contracts are due by April 14, 2014.**

Please mail payments and make checks or money orders payable to:

Pamela Black, 199 S. Elba Rd., Lapeer MI 48446

**REFUNDS:** Table fees are used to help cover the cost of the facility rental, and other event fees. All remaining profits will be donated to the Real Diaper Association. We will gladly refund your money if we cancel the event for some unforeseen circumstance.

**LIABILITY:** Event organizers and the venue host will not be held liable for any damage to or theft of your items. Event organizers and the venue host will not be held liable for any injuries you sustain while on the premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If you have any questions or need additional information, please contact Pamela Black at 810-895-2155 or [gcdcmidmichigan@gmail.com](mailto:gcdcmidmichigan@gmail.com)