



Oxford Community Showcase Home • Health • Food • Business Expo 2026 Vendor & Sponsor Registration

Where: Oxford Middle School, 1420 Lakeville Rd, Oxford, MI 48371

When: Sunday, September 20, 2026, 11am-3pm

Please email completed forms to info@oxfordchamber.net for review and approval.

Business/Org Name: _____

Contact Person: _____

Phone: _____ **Email:** _____

Product(s) / Service(s) to be Exhibited: _____

EVENT LAYOUT INFORMATION

- Food Vendors**
 - Business Vendors**
 - Outdoor Parking Lot Adjacent to Gym:** Food trucks, emergency vehicles, large equipment, and outdoor vendors
-

SPONSORSHIP OPPORTUNITIES FOR CHAMBER MEMBERS ONLY

- Platinum Sponsor – \$750**
 - Up to (2) six-foot tables near front entrance, 20' x 10' booth
 - Premium logo placement on event marketing (invitations, social media, etc.)
 - E-newsletter highlight
 - OCTV coverage at the event
- Gold Sponsor – \$500**
 - One (1) six-foot table near front entrance, 10' x 10' booth
 - Second-tier logo placement on event marketing (invitations, social media, etc.)
 - E-newsletter highlight
 - OCTV coverage at the event
- Silver Sponsor – \$250**
 - One (1) six-foot table, 10' x 10' booth
 - Name listed in E-newsletter
 - OCTV coverage at the event



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10' x 10' BOOTH PRICING (Includes one 6' table; Limit 2 per business)

| Org Type | Chamber Member | Non-Member |
|------------|----------------|------------|
| Non-Profit | \$50 | \$100 |
| For-Profit | \$150 | \$200 |

ADD-ONS

- Entrance hallway booth – \$50
- Hallway between gymnasium and cafeteria – \$25
- Low-wattage electricity (limited availability, no booth or electricity sharing allowed) – \$25

What will electricity be used for? _____

Special Requests: _____

PROMO TABLE OPTION FOR THOSE UNABLE TO ATTEND – \$75

- Includes space at shared promo table
- Must include raffle item with a \$25 minimum value
- Business cards (optional)

_____ Sponsorship

_____ Booth pricing

_____ Add-ons

_____ Promo table only

_____ TOTAL DUE

If application is approved, we will invoice you via QuickBooks. ACH and checks accepted. If you would like to pay your invoice by credit card, please contact us; a 3% convenience fee will be applied.

No refunds will be issued after the application deadline.

If unforeseen circumstances such as severe weather, fire, or other emergencies prevent the event from being held as planned, the Oxford Chamber of Commerce will make every effort to reschedule or relocate the event. Vendors will be informed as soon as possible and provided with updated details.



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EVENT GUIDELINES

- Vendors must provide their own chairs, table coverings, signage, and materials
- Setup will occur 9:30-10:30am (all booths set up by 10:30am) and teardown by 4pm
- Vendors must remain set up for the full duration of the event
- No booth or electricity sharing allowed
- Vendors must not block walkways or neighboring booths
- Outdoor vendors must be self-contained
- Vendors must provide a door prize with a \$25 minimum value

I have read and agree to abide by all vendor rules and guidelines. I will not hold the Oxford Chamber of Commerce, Oxford Community Schools, or event organizers responsible for any injury, loss, or theft during the event.

Signature: _____ **Date:** _____

INDEMNIFICATION AGREEMENT

The _____ (company name) agrees to defend, indemnify, and hold harmless Oxford Community Schools and the Oxford Chamber of Commerce, its officers, employees, volunteers, and agents from and against any claim, demand, suit, loss, cost, expense, or damages arising from participation in the Oxford Community Expo.

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

VENDOR CHECKLIST (recommended items to bring)

- Door prize donation (\$25 minimum value)
- Marketing materials (e.g., brochures, business cards, booth branding/signage)
- Backdrop or banner, if desired
- Raffle entry slips & container (or way to capture leads and track ROI)
- Interactive activity (e.g., game, demonstration, craft, branded selfie backdrop, samples)
- Pens, Sharpies, Scotch tape, Masking tape, highlighters
- Table coverings, displays and/or signage
- Chair(s)
- Extension cords and surge protector (if needed)