



## Vendor Overview

Gymnastics on the Grand is a juried vendor event. Priority will be given to gymnastics merchandise retailers, products that appeal to expected attendees, and services related to gymnastics. No food vendors are allowed. Applications will be reviewed by the vendor committee and accepted on a first come, first served basis at the sole discretion of the committee.

**Application deadline is September 29. No deposits will be required or accepted until after an application is approved.**

Accepted vendors will be notified on a rolling basis as applications are received, but no later than November 1. If accepted, your full deposit, including optional items, must be received by November 2 to confirm attendance.

## Event Information – Please Read Carefully

**Event Dates: Friday, December 1 – Sunday, December 3, 2023**

Load in and set up is Thursday, November 30 from 6:00 – 8:00 PM. Upon arrival, check in at the VENDOR CHECK IN table in the Grand Gallery to obtain your space assignment and event credentials. **If you are not able to check in during this time please make arrangements with the vendor chair to check in at another time.** Tear down is Sunday, December 3 after 8:00 PM. You must check out and settle up at VENDOR CHECK OUT prior to leaving the event.

**Location: DeVos Place Convention Center**

Gymnastics on the Grand takes place at DeVos Place Convention Center in Grand Rapids, Michigan. Discounted overnight accommodations for vendors are available at the Courtyard by Marriott. Ask for the Gymnastics on the Grand block. Ample event parking is available, for a fee, at DeVos Place. There is limited, free parking on the street.

### Booth Space Size

10' x 10' space may not be sublet or shared. However, you may have more than one (see deposit info below).

### Required Attendance

Booths must be attended at a minimum from 8am to 8pm each day (including Sunday). However, many sessions start earlier than that so you are welcome to start as early as 7am. Refer to the **Meet Schedule page** at [GymnasticsOnTheGrand.com](http://GymnasticsOnTheGrand.com) for the competition schedule, which will be posted in late November.

### Cost

Cost of each booth is a tax-deductible donation of 20% of total sales generated during the 3-day event to Grand Rapids Gymnastics Booster Club; payable at the end of the event or no later than December 31.

### Deposit

\$100 deposit for each 10' x 10' space. Deposits are non-refundable. Your deposit will be applied as a credit against donation if you stay until the end of the event on Sunday night. ***If you leave prior to 8:00 PM Sunday this deposit will be considered an additional donation.***

### Options (at additional cost)

- 6' table with linen and two chairs: \$30 each set
- Electrical access during event: \$80 flat
- Internet connectivity. Please note, this must be ordered directly from DeVos Place at [devosplace.org/broadband-internet-access-form](http://devosplace.org/broadband-internet-access-form)
- Advertisement in event program
  - Business listed as donor \$25
  - 1/8 page advertisement \$100
  - ¼ page advertisement \$250
  - ½ page advertisement \$500

**To inquire about becoming a vendor at Gymnastics on the Grand please fill out our online form at [GymnasticsOnTheGrand.com/vendor-application](http://GymnasticsOnTheGrand.com/vendor-application)**

If you are unable to fill out the online form, please fill out the form on the next page and mail it to the address provided. If you have any questions, please email [Vendors.OnTheGrand@gmail.com](mailto:Vendors.OnTheGrand@gmail.com).



## Vendor Application

Business Name: \_\_\_\_\_ Website: \_\_\_\_\_

Description of product/service: \_\_\_\_\_

*Please include sample or picture of product, if possible, when a website depicting product or service is not available.*

Primary Contact: \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Availability

- Friday, Saturday and Sunday     Saturday and Sunday only

### Booth Requirements

*Space needed: (\$200 deposit per space)*

- 1 (one) 10'x10' space                       2 (two) 10'x10' spaces                       3 (three) 10'x10' spaces

- Electrical Outlet - 20 amps/ 110 volt *(\$80 flat)*

Equipment to be used: \_\_\_\_\_  
*Note if hot press or gym equipment we require an Additional Insured form on file BEFORE event.*

- I will require \_\_\_\_\_ (qty) 6' tables with linen and two chairs *(\$30 per set)*

### Additional Options

- I would like to purchase an ad in the event program  
*We will connect you with the Marketing Chairperson for costs and specifications required for the event program.*

- I would |  I would not like to be listed as a vendor on the event website, if accepted.

- I would like to donate materials to give away at the awards sessions. Donation will be considered part of our sponsorship if amount of donation reaches Sponsorship levels.

Item(s) to be donated \_\_\_\_\_ Quantity \_\_\_\_\_

Monetary Value of donation \_\_\_\_\_

### Mail completed form to:

GRG Boosters, GOTG Vendor Chair  
1601 Galbraith Ave SE Suite 305  
Grand Rapids, MI 49546

Or email to: [Vendors.OnTheGrand@gmail.com](mailto:Vendors.OnTheGrand@gmail.com)

**OFFICE USE ONLY:**    APPROVED | DENIED

Ambassador

- \_\_\_\_\_  
 Acceptance letter sent  
 Deposit received                      | \$ \_\_\_\_\_  
 Resource Guide sent  
 Booth Number assigned  
 LOAD IN directions confirmed and map sent  
 Checked in |  Checked out  
 Paid in full | Treasurer to send 501c3 information