

**21st Annual Women's Day**  
Decatur Civic Center  
September 17<sup>th</sup>, 2011 9a.m. – 2p.m.  
EXHIBITOR CONTRACT – Not For Profit

Please print clearly!

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

Representative: \_\_\_\_\_

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

Email Address \_\_\_\_\_

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

Daytime Telephone :( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Brief description of business, products and/or services (only one business per exhibit permitted)

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If your company has any restrictions, you need to let me know in advance.

The above named firm hereby rents from the Decatur Civic Center Authority \_\_\_\_\_ booth(s) for the 2011 Women's Day.

Booth cost: \$75.00 per 10' x 10' exhibit booth

Booth will include:

1. 10' wide x 10' deep space
2. 8' tall back section with 3' tall side sections
3. House lights, climate controlled
4. Exhibitor sign on back section of booth
5. 2 exhibitor badges
6. One 8ft. banquet table topped and skirted

The above named exhibitor shall abide by the rules and regulations of the 2011 Women's Day, the Decatur Civic Center Authority, and local fire and law enforcement agencies.

**SHOW HOURS:                      Saturday, September 17<sup>th</sup>, 2011      9a.m. – 2p.m.**

**In order for every paying attendee to experience this show in its entirety, along with the fact that the Decatur Civic Center advertises the show hours from 9:00am-2:00pm, every exhibitor is required to remain for the entire show!! PLEASE do not tear down before 2:00pm.**

**We thank you in advance for your consideration in this matter.**

### **SHOW RULES**

- 1. All exhibitors agree to provide a door prize (minimum \$25.00 value) to be given away during show hours. This **excludes discount gift certificates**. Exhibitors are responsible for their own door prize. **Exhibitors must have their own door prize registration forms and collect the door prize registrations at their own booth. It is the exhibitor's responsibility to see that door prize registration slips are given to the emcee for announcement. You may have your door prize winner announced any time during the event. We will be announcing the winners on the quarter of every hour.****
- 2. The Decatur Civic Center will announce drawing winners during the show. The vendors will be responsible for contacting the winners of any unclaimed prizes; the Decatur Civic Center can no longer be responsible for unclaimed door prizes.**
- 3. We encourage product sales and complimentary sampling and/or gifts at Women's Day! They are enthusiastically received by patrons and can attract the attention of your new customers!**
- 4. The Decatur Civic Center Authority is not responsible for lost or stolen items, nor shall it be responsible to the exhibitors or their employees for loss or injury.**
- 5. MOVE IN PROCEDURES: Exhibitors may move in Friday, September 16<sup>th</sup>, 2011, from 9 a.m. until 8 p.m. and Saturday, September 17<sup>th</sup>, 2011, from **6 a.m. – 8 a.m. No move in will be allowed after 8 a.m. NO EXCEPTIONS!** All move in will be done through the east side service door located on Jackson Street. **Move in can no longer be allowed through the main entrance of the building.****
- 6. MOVE OUT PROCEDURES: all exhibits must remain set-up until the 2 p.m. closing time. NO EXCEPTIONS, PLEASE!** All exhibits are to be removed from the Civic Center no later than 5 p.m. on Saturday, September 17<sup>th</sup>, 2011.
- 7. SHOW OFFICE: Will be located beside center stage in the arena.**

8. **EQUIPMENT RENTAL:** If you need additional tables or electricity, they are available for a rental fee; equipment should be ordered **no later than one week prior to the show**. Please refer to the equipment rental form for details. **All equipment must be requested prior to move-in. No electricity will be added during move-in or day of show.** Exhibitors requiring telephone hook-ups are requested to contact AT & T Customer Service for the necessary arrangements: 1-800-660-3000, minimum of two weeks to pre-order. Exhibitors are welcome to use their own equipment. Exhibitors are **not** allowed to use pins or tape on the booth curtains. S-Hooks will be available during move in.
9. **EXHIBITOR PARKING:** Exhibitors may park in the Civic Center parking lot at no charge. You must park in the designated area located in the south or east end of the lot.
10. **FOOD & BEVERAGE:** Individuals may **not** bring food or beverages into the building. A concession area is provided for your convenience. Sampling of products must be approved by Management prior to the show.
11. **CANCELLATION OR FAILURE TO OCCUPY:** Since failure to perform as advertised is damaging to the reputation of the Civic Center, it is agreed that all advance deposits shall be forfeited if terms of contract are not met.  
**NO REFUNDS.**

If the above terms meet with your approval, please sign below and return this contact along with your specific exhibiting fees. Make all checks payable to the Decatur Civic Center. This contract is not valid until countersigned by an authorized Decatur Civic Center representative.

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Exhibitor

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Decatur Civic Center

# EQUIPMENT RENTAL

EQUIPMENT RENTAL MUST BE REQUESTED NO LATER THAN  
ONE WEEK PRIOR TO THE SHOW!

**Not for Profit**

| Quantity |  | Total |
|----------|--|-------|
| _____    | 10' x 10' Booths at \$75.00 each                                     | _____ |
| _____    | 8' Banquet Tables at \$5.00 each                                     | _____ |
| _____    | 8' Banquet Tables Skirted at \$15.00                                 | _____ |
| _____    | 110 V Electrical Outlet at \$15.00 each<br>(Limit one per exhibitor) | _____ |
|          | <b>TOTAL PAYMENT ENCLOSED</b>  | _____ |

Door Prize to Be Given Away \_\_\_\_\_

*Please remember that exhibitors must collect door prize registration entries at their own booth!*

**Please note: Only 2 tables fit comfortably per booth. \*One skirted table is included in booth cost.**

Return completed contract and payment to:

Decatur Civic Center  
P.O. Box 380  
Decatur, IL 62525