

EXHIBIT SPACE CONTRACT

PLEASE COMPLETE & SIGN THIS CONTRACT AND SUBMIT WITH PAYMENT TO:

DECATUR CIVIC CENTER MARKETING, DECATUR CIVIC CENTER, P.O. BOX 380, DECATUR, IL 62525

P: 217.422.7300 | F: 217.422.3220 | dmarketing@decaturil.gov | DecaturCivicCenter.org

This contract serves as your INVOICE. Payment is due from this document. Retain a copy for your records. DCC TAX ID #:E9982-9061-07

DOWNTOWN DECATUR'S FAMILY FEST SEPTEMBER 29-30, 2017 | DECATUR CIVIC CENTER

Company Name _____

Contact Name _____

Address _____

City _____

State _____

ZIP _____

Phone _____

Fax _____

Email _____

Web Address _____

We will exhibit the following products and/ or services
(Only the products that are listed below may be exhibited)

Important Dates & Times

Show Hours

- FRIDAY, SEPTEMBER 29, 2017 5PM-9PM
- SATURDAY, SEPTEMBER 30, 2017 9AM-5PM

Setup / Teardown

- Move-in FRIDAY, 8AM-4PM
- Move-out SATURDAY, 5PM-10PM

PICK YOUR BOOTH

- 10 x 10 \$85
- 10 x 20 \$100
- 20 x 20 \$150
-

Top 3 Booth Spots

BOOTH ASSIGNMENT PROCEDURE

Review the floor plan that is included in this application, choose three locations and indicate these booths on the contract. Every effort will be made to assign you to your top choice.

Booths will be assigned on first come, first serve basis with completed and signed contract accompanied by at least a 50% non-refundable / non-transferable down Payment (balance due by September 15, 2017). No assignments will be made unless this policy is followed.

Decatur Civic Center reserves the right to make any changes with or without notice to ensure positive traffic flow and to ensure an overall "appearance" of the show.

EXTRAS

- Additional Tables \$5 Each
- Topped and Skirted Tables \$15 Each
- 110 V Electrical Outlet \$15 Each

Payment Methods

Cash / Check / Credit Card

Grand Total

PAYMENT SCHEDULE: At least 50% of booth fee due with application. All balances must be paid in full by September 15, 2017.

This document constitutes your application, contract and invoice for the payment and use of exhibit space(s) at the 2017 Downtown Decatur's Family Fest to be held at the Decatur Civic Center, September 15, 2017. The Decatur Civic Center reserves the right to refuse an application/contract and space to any show. Space will be at the discretion of DCC; DCC guarantees no one that they will be placed in their preferred location requested. DCC reserves the right to change the floor plan (including, but not limited to aisle space) dates and hours without notice, to provide a more attractive and successful show. DCC reserves the right to remove/expel the above applicant without refund with cause. DCC has the absolute discretion to exercise these rights at any time. No space assignment will be made unless this application is accompanied by full payment, unless Show Management has agreed upon other payment arrangements in writing. All monies received are non-refundable and non-transferable. A \$50.00 returned check service charge will be assessed for each dishonored check the bank returns to DCC. You agree to receive email correspondence from DCC for this and future events.

I/We hereby apply for exhibit space in the show. If accepted, I/We hereby agree to abide by show terms, terms & conditions and attached regulations.

Signature _____

Print Name _____

Date _____