

EXHIBIT SPACE CONTRACT

JUS' KIDS EXPO
 July 21, 2018 / 10-4pm / DECATUR CIVIC CENTER

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

DECATUR CIVIC CENTER MARKETING, DENISE WHITE, 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 CONTRACT. RETAIN A COPY FOR YOUR RECORDS. DCC TAX ID #: E9982-9061-07

IMPORTANT DATES & TIMES:

SHOW HOURS:

July 21, 2018 / 10:00AM-4:00PM

SET-UP / MOVE-IN:

July 20, 2018 / 8:00AM-8:00PM

TEAR-DOWN / MOVE-OUT:

July 21, 2018 / 4:00PM-10:00PM

COMPANY NAME _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

We will exhibit the following products and / or services. (Only the products listed shall be exhibited) _____

PICK YOUR BOOTH

			BOOTH #
ARENA 10 X 10	<input type="checkbox"/>	\$125.00 (includes one 8' table, 2 chairs, and pipe & drape)	_____
ARENA 10 X 20	<input type="checkbox"/>	\$225.00 (includes two 8' tables, 2 chairs, and pipe & drape)	_____
LOBBY PIT AREA	<input type="checkbox"/>	\$225.00 (includes two 8' tables & 2 chairs)	_____
MEETING ROOM NORTH	<input type="checkbox"/>	\$300.00 (includes 4 tables, chairs & electrical)	_____
MEETING ROOM SOUTH	<input type="checkbox"/>	\$300.00 (includes 4 tables, chairs & electrical)	_____
EVENT SPONSORSHIP	<input type="checkbox"/>	See sponsorship form for details	_____

EXTRAS

ADDITIONAL TABLES \$5 EACH	# _____	TOPPED / SKIRTED TABLES \$15 EACH	# _____
110V ELECTRIC OUTLETS \$15 EACH	# _____	220V ELECTRIC OUTLETS \$25 EACH	# _____

DEMONSTRATIONS

If you are interested in having a demonstration at your booth, please provide details:

If you are interested in renting a Meeting Room for a demonstration, please provide details:

EXHIBIT SPACE CONTRACT

JUS' KIDS EXPO
 JULY 21, 2018 / 10-4pm / DECATUR CIVIC CENTER

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

DECATUR CIVIC CENTER MARKETING, STACEY HAGAN, 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 YOU INVOICE. PAYMENT IS DUE FROM THIS CONTRACT. RETAIN A COPY FOR YOUR RECORDS. DCC TAX ID #: E9982-9061-07

BOOTH ASSIGNMENT PROCEDURE

*Please review the floor plan that is included with this vendor application. Choose three locations and indicate the booth numbers on this contract in order of preference. Every effort will be made to assign you to your top choice.

*First Right of Refusal will be extended to previous year vendors, if applicable. These vendors will have until 12/31/17 to renew their vendor booth for the 2018 event.

*Booths will be assigned on a first come, first serve basis with completed and signed contract accompanied by at least a 50% non-refundable / non-transferrable payment. Full balance is due 30 days prior to the event. No booth assignments will be made without a signed contract and 50% payment.

*The Decatur Civic Center reserves the right to make any changes with or without notice to insure no company will be placed by its competitor (s), to ensure proper traffic flow, and to ensure an overall appearance of the event.

EARLY BIRD REGISTRATION: Sign up and pay in full by 12/31/17 and receive a \$25 discount on your rental cost. DCC must receive contract and payment prior to 12/31/17.

PAYMENT METHODS:

Cash / Check # _____ / Credit Card

Deposit amount \$ _____

Total amount paid \$ _____

GRAND TOTAL

Vendor booth total \$ _____

Extras total \$ _____

Grand Total \$ _____

This document constitutes your application, contract and invoice for the payment and use of exhibit space (s) at the 2018 Jus' Kids Expo to be held at the Decatur Civic Center, July 21, 2018. The Decatur Civic Center reserves the right to refuse an application/contract and space to any show. Space will be assigned 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-transferrable. 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 and conditions.

Company Name

Printed Name

Signature

Date

Decatur Civic Center

Printed Name

Signature

Date