

# EXHIBIT SPACE CONTRACT

20th ANNUAL WOMEN, WINE, AND WELLNESS  
 AUGUST 9, 2019 / 5-10PM / DECATUR CIVIC CENTER

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

DECATUR CIVIC CENTER MARKETING, DECATUR CIVIC CENTER, 1 Gary Anderson Dr. 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.

**IMPORTANT DATES & TIMES:**

**SHOW HOURS:**

August 9, 2019 / 5:00PM-10:00PM

**SET-UP / MOVE-IN:**

August 9, 2019 / 8:00AM-4:00PM

**TEAR-DOWN / MOVE-OUT:**

August 9, 2019 / 10:00PM-11:00PM

August 10, 2019 / 9:00AM-12:00PM

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:

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**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 12/31/18 to renew their vendor booth for the 2019 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.

**PAYMENT METHODS:**

Cash / Check # \_\_\_\_\_

Credit Card (PLEASE CALL)

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 2019 Women, Wine, and Wellness to be held at the Decatur Civic Center, August 9, 2019. 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