



# JOSEPHINE EXPO 2019 SMALL BUSINESS LEASE AGREEMENT

Small business is a storefront business with five or fewer full-time employees.

Saturday, October 5, 10 a.m. – 4 p.m. • St. Joseph Civic Arena

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

Contact Name: \_\_\_\_\_

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

Phone (Day): \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_ Business Website: \_\_\_\_\_

**FOR OFFICE USE**

Account #: \_\_\_\_\_  
I.O. #: \_\_\_\_\_  
Rep.: \_\_\_\_\_

**MAIN FLOOR BOOTH OPTIONS:**

- Main Floor Arena Booth** (10' x 8' space)..... **\$395**  
(Pipe and drape provided ONLY in this area.)
- Double Main Floor Booth** (10' x 8' space)..... **\$790**  
(Pipe and drape provided ONLY in this area.)
- Lower Level Lobby Booth** (10' x 8' space)..... **\$395**  
(Limited space available.)

**UPPER LEVEL BOOTH OPTIONS:**

- Concourse Booth** (10' x 8' space)..... **\$225**
- Upper Level Lobby Booth** (10' x 8' space)..... **\$285**  
(Limited space available.)

**All booths include:**

- One 8' table and two chairs
- Wireless Internet access
- Two vendor badges
- 15 Expo tickets
- Business name included on map handed out at the Expo
- Link to your website on JosephineExpo.com

**ADD-ONS (Please specify):**

*Additional rental prices valid through August 31, 2018. After that date rental prices will double in cost.*

- Premium location**..... **\$70**  
(Price is in addition to any size booth on the main floor.)
- Electricity**..... **\$35**  
(You MUST provide your own extension cord.)
- Additional Tables**.....Number \_\_\_\_ X **\$20 ea.**
- Additional Chairs**.....Number \_\_\_\_ X **\$5 ea.**
- Additional Badges**.....Number \_\_\_\_ X **FREE**
- Yard Signs**.....Number \_\_\_\_ X **FREE**  
(When available / while supplies last; must be picked up at the News-Press)

**ADDITIONAL REQUESTS (Please specify):**

- No tables needed in booth**
- No chairs needed in booth**
- OTHER (please specify):** \_\_\_\_\_

Please provide a brief description of what you will be doing in your booth space. If you are selling / displaying any **name-brand** products or services, include them in your description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth price** \$ \_\_\_\_\_  
**Additional rentals + \$** \_\_\_\_\_  
**% Discount** \_\_\_\_\_  
**(if applicable) - \$** \_\_\_\_\_  
**TOTAL AMOUNT: \$** \_\_\_\_\_

**FOR OFFICE USE**

**Check**  
Check #: \_\_\_\_\_

**Credit / debit card**  
Type of card: \_\_\_\_\_  
(Visa, Discover, etc.)

**Last 4 #s of card:** \_\_\_\_\_  
Please also include card form

**Other (specify):** \_\_\_\_\_

All fees are nonrefundable if applicant is accepted into event. Payment is required with lease agreement unless approved by Expo staff and credit / billing staff. **Cancellations will not be taken after Aug. 31, 2019.** Space is limited. Josephine Expo 2019 will not be held responsible for any damages or losses, and will not be expected to secure items left by exhibitors.

By signing this agreement, you understand that the Josephine Expo Organizing Committee, Josephine Magazine, the St. Joseph News-Press, NPG Newspapers, Inc. (including its publications), News-Press & Gazette Co. nor any of its employees is not liable for any damages, losses or personal injuries; you will not be a part of any legal action against these parties or their personnel; and you will personally participate in the event. I HAVE READ THE EXPO GUIDELINES AND AGREE TO COMPLY WITH ITS TERMS AND CONDITIONS.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*NOTE: The Josephine Advertising Discount will be applied to each participant, based upon your level of commitment to Josephine. Your Josephine addendum must be signed and valid through October 5, 2019.*

Return this completed lease agreement with a check or money order payable to **Josephine Expo.**

**Mail to:**

JOSEPHINE EXPO/ST. JOSEPH NEWS-PRESS  
ATTN: Carole Dunn  
825 Edmond St.  
St. Joseph, MO 64501

**For more information or questions, please contact your News-Press Multimedia Marketing Consultant or call (816) 271-8500 or email josephineexpo@newspressnow.com.**

# JOSEPHINE EXPO 2019

## Exhibitor Guidelines

### October 5, 2019 at Civic Arena

The following items apply to all exhibitors unless specified in writing.

- **JOSEPHINE EXPO will provide tables, chairs, pipe and drape for the area, based on the booth size reserved. Table skirting will NOT be provided.**
- Vendors will be allowed to bring in their own tables and/or display tools. They are also allowed to arrange their contracted space to their discretion, within the confines of their booth space.
- Vendors will be allowed to place other signs, banners, flags, etc., inside their area.
- Vendors will supply to the JOSEPHINE EXPO a list of all items intended for sale or display (noted on agreement). The JOSEPHINE EXPO has the right to refuse any item(s) from being available at the event.
- There will be designated areas for food & beverage and for vendor booths. The JOSEPHINE EXPO will make all final determinations regarding booth placement.
- All fees will be nonrefundable, except at the sole discretion of the JOSEPHINE EXPO PERSONNEL.
- JOSEPHINE EXPO will provide trash removal throughout the event. Exhibitors will be expected to help keep the area around their booths clean and free of debris.
- Each exhibitor will be given the appropriate number of vendor name tags (based upon participation level) for the purpose of permitting staff to gain entrance to the event.
- Vendors will be expected to have their booths completely set up at least 60 minutes prior to the start of the event. The Arena will be accessible for set-up Friday afternoon/evening, Oct. 4 (Noon – 6 p.m.) and Saturday morning, Oct. 5 (7 – 9 a.m.). You are expected to have your booth operating and staffed during the entire event (10 a.m. – 4 p.m.). Any vendor violating this policy may not be asked to return to future Josephine Expo events.
- Vendors will be told of drop-off sites for loading and unloading their materials/wares, and also locations to park vehicles during the event.
- JOSEPHINE EXPO retains the right to refuse access to any vendor or employee if their dress is deemed inappropriate.
- Booths will have access to electrical outlets for an additional charge. Vendors must provide own extension cords. Excessive electrical requirements need to be noted on agreement and may result in additional fees.
- The St. Joseph Civic Arena is a smoke free/tobacco free facility. No smoking inside the Arena will be allowed.
- Vendors are not allowed to use the JOSEPHINE EXPO 2019 name and logo on any merchandise without permission.
- Vendors will comply with all local, city, and state rules and regulations. Vendors will supply all necessary items to accomplish these goals.
- All fees are nonrefundable.