



JOSEPHINE EXPO 2014 SMALL BUSINESS LEASE AGREEMENT

Saturday, October 4, 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.: _____

SMALL BUSINESS BOOTH OPTIONS (please mark one): Standard Main Floor Booths

- Standard Booth** (10 x 8 ft space)..... **\$400**
- Booth located on the main floor
 - Includes one table and two chairs
 - Wireless Internet access
 - 2 vendor badges
 - Business name included on map handed out at the Expo
 - 15 tickets for Expo
 - Link to your website from josephineexpo.com

- Standard Double Booth** (20 x 8 ft. space)..... **\$555**
- Booth located on the main floor
 - Includes two tables and four chairs
 - Wireless Internet access
 - 4 vendor badges
 - Business name included on map handed out at the Expo
 - 20 tickets for EXPO
 - Link to your website from josephineexpo.com

Other Booth Options

- Lower Level Lobby Booth** (10 x 8 ft space)..... **\$320**
- Booth located in high-traffic area
 - Includes one table and two chairs (no pipe and drape)
 - Wireless Internet access
 - 2 vendor badges
 - Business name included on map handed out at the Expo
 - 15 tickets for Expo
 - Link to your website from josephineexpo.com

- Upper Level Booth** (10 x 8 ft. space)..... **\$265**
- Booth located on concourse upstairs
 - Includes one table and two chairs (no pipe and drape)
 - Wireless Internet access
 - 2 vendor badges
 - Business name included on map handed out at the Expo
 - 15 tickets for EXPO
 - Link to your website from josephineexpo.com

ADDITIONAL RENTALS (Please specify):

Additional rental prices valid through August 31, 2013. After that date rental prices will double in cost.

- Electricity**..... **\$35**
(You MUST provide your own extension cord)
- Additional Table**.....Number ____ X **\$20 each**
- Additional Chair**.....Number ____ X **\$5 each**
- Additional Badges**.....Number ____ X **FREE**
- No tables needed in booth**

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 Option \$ _____

Additional rentals + \$ _____

_____ % Discount

(if applicable) - \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

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. Must be paid in full by Oct. 4, 2014 unless approved by Expo staff. Space is limited. Josephine Expo 2014 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 4, 2014.

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
P.O. Box 29
St. Joseph, MO 64502

For more information or questions, please contact your News-Press Advertising Consultant or call (816) 271-8563 or email josephineexpo@newspressnow.com.

JOSEPHINE EXPO 2014

Exhibitor Guidelines

October 4, 2014 at Civic Arena

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

- **All exhibitors will be placed in the St. Joseph Civic Arena main floor. 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. 3 (times TBD) and Saturday morning, October 4 (times TBD). 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.
- All exhibitor staff will be expected to wear the professional attire of the business they represent. JOSEPHINE EXPO retains the right to refuse access to any vendor or employee if their dress is deemed inappropriate.
- 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 2014 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.

St. Joseph News-Press