



JOSEPHINE EXPO 2017 FOOD COURT LEASE AGREEMENT

Saturday, October 7, 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.: _____

FOOD COURT BOOTH OPTIONS:

- Standard Booth** (10' x 8' space)..... **\$185**
- Double Booth** (20' x 8' space)..... **\$255**

Food Court booths include:

- One 8' table and two chairs
- Wireless Internet access
- Two vendor badges with lunch passes
- Pipe and drape
- Electricity (you MUST provide your own extension cords)
- 20 Expo tickets
- Business name included on map handed out at the Expo
- Link to your website on newspressnow.com/JosephineExpo

Food Court booths requirements:

- To be a Food Court vendor, you must be selling food and / or beverages. While we do allow food vendors to simply sample food / beverages, we prefer food / beverage sales to give Expo attendees meal and snack options.
- You must have a caterer's license valid in Buchanan County and abide by all Health Department requirements.
- If you are selling soda / pop, it MUST be Pepsi brand products (per Civic Arena).
- Vendors wishing to sell / sample alcoholic beverages will need to contact the Civic Arena prior to July 31.
- Vendors selling / sampling alcoholic beverages are responsible for checking IDs.

ADD-ONS (Please specify):

Additional rental prices valid through August 31, 2017. After that date, rental prices will double in cost.

- 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, 2017.** Space is limited. Josephine Expo 2017 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 7, 2017.

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) 271-8563 or email josephineexpo@newspressnow.com.

JOSEPHINE EXPO 2017

Exhibitor Guidelines

October 7, 2016 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. 6 (Noon – 6 p.m.) and Saturday morning, Oct. 7 (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 2017 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