



JOSEPHINE EXPO 2010 SMALL BUSINESS* LEASE AGREEMENT

Saturday, October 2, 10 a.m. – 5 p.m.,
St. Joseph Civic Arena

Name: _____ Exhibit/Business Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone (Day): _____ Cell phone: _____ Email: _____

Business Website: _____

BOOTH OPTIONS (please mark one):

- Premium Booth (10x8 ft space) _____ INVESTMENT **\$550**
- Booth located in high-traffic area
 - Includes one table and two chairs
 - 2 vendor badges
 - Business name included on map published in Josephine Magazine
 - 20 tickets for Expo
 - Link to your website from josephinelive.com

- Premium Double Booth (20x8 ft space) _____ INVESTMENT **\$975**
- Booth located in high-traffic area
 - Includes two tables and four chairs
 - 4 vendor badges
 - Business name included on map published in Josephine Magazine
 - 30 tickets for Expo
 - Link to your website from josephinelive.com

- Standard Booth (10x8 ft space) _____ INVESTMENT **\$325**
- Includes one table and two chairs
 - 2 vendor badges
 - Business name included on map published in Josephine Magazine
 - 15 tickets for Expo
 - Link to your website from josephinelive.com

- Standard Double Booth (20x8 ft. space) _____ INVESTMENT **\$500**
- Includes two tables and four chairs
 - 4 vendor badges
 - Business name included on map published in Josephine Magazine
 - 20 tickets for EXPO
 - Link to your website from josephinelive.com

- Upper Level Booth (10x8 ft space) _____ INVESTMENT **\$275**
- Includes one table and two chairs (no pipe and drape included)
 - 2 vendor badges
 - Business name included on map published in Josephine Magazine
 - 15 tickets for Expo
 - Link to your website from josephinelive.com

ADDITIONAL RENTALS AVAILABLE (Please specify):

- Wireless internet access. (Cheetah provided by Cablevision) **FREE**
- Electricity (Extension cords not provided) **\$35.00 each**
- Additional _____ tables. **\$20.00 each**
- Additional _____ chairs. **\$5.00 each**
- No tables needed in the booth.

Additional rental prices valid through August 27, 2010 After that date rental prices will double in cost.

*Small Business is a business with five full-time employees or less.

Please provide a description of items you intend to sell:

Exhibitor Booth Option \$ _____

Total amount of additional rentals requested \$ _____

***Josephine Advertising Discount (if applicable)** _____ % discount

TOTAL AMOUNT ENCLOSED: \$ _____

All fees are nonrefundable if applicant is accepted into event. Space is limited. If applicant is denied, refunds will be made by August 27, 2010. Josephine Expo 2010 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 are 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.

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 2, 2010.

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

Mail to:
 JOSEPHINE EXPO/ST. JOSEPH NEWS-PRESS
 ATTN: Tamara Clymer
 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.



FOR OFFICE USE ONLY	
Booth	_____
Rec.	_____
Rep.	_____



JOSEPHINE EXPO 2010

Small Business Guidelines

October 2, 2010 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. 1 (times TBD) and Saturday morning, October 2 (times TBD). **You are expected to have your booth operating and staffed during the entire event (10 a.m. – 5 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.
- No vendors will be allowed to consume any alcoholic beverages while participating in the event.
- 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 2010 name and logo on any merchandise.
- 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.

I have read and agree to comply with the above terms and conditions.

Name _____

Date _____