

# 13th Annual Cedar Rapids Psychic & Paranormal Expo

Palo Community Center

2800 Hollenbeck Rd, Palo IA

July 13th, 2024 - 10am – 6pm

July 14th, 2024 - 10am – 5pm

Deadline for application – June 25th, 2024

Vendor Application – Please print clearly!!

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

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

Names of Workers: \_\_\_\_\_

\*\* Please limit to two people (including yourself) who will be working the booth for the entire event

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Please provide a few word description of the product or service you will be offering at the Expo.  
(please limit to approx. 10 words).

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

Are you interested in being a presenter/speaker?\*     Yes     No

\*Speakers will be selected closer to show date and notified if chosen to present

Please provide a brief description of your preferred speaking topic and desired length (15-45 minutes):

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

**Booth desired:** Each booth will contain one 8' table and two chairs.  
**You will need to provide your own skirt and table covering**

Booth sizes are listed width by depth.

_____	10' x 10' booth	\$225.00
_____	Electricity	\$25.00 ELECTRICITY IS LIMITED. Electricity will be confirmed for you if available
_____	Shared Booth	Additional \$100 charge
_____NONE_	Additional Table	Not available – You will need to bring your own
_____	Late Fee	\$20
_____	Credit Card/PayPal Fee	5%
_____	Please indicate and circle if you will be using dividers, a tent or large sign (not provided) If not notified prior to set up, you may be asked to take it down.	

**ABSOLUTELY NOTHING CAN BE TAPED TO THE WALLS OR FLOOR. THIS LOCATION HAS SPECIAL FLOORING WE MUST BE CAREFUL WITH! If you will be setting anything on the floors (your own chairs, tables, stands, etc), the floor must be protected.**

**Make checks payable to: Kelly McCarville – 6718 Brentwood Dr. NE Cedar Rapids, IA 52402**

**Set Up:** Friday set up from 4-7pm. Set-up will begin again at 7am on Saturday and needs to be completed by 9:30am. Tear down cannot start until 5pm on Sunday and needs to be completed by 9pm. Out of respect to our customers and other vendors, please do not tear down early.

We would like to this to be a fun event for all. Your hosts are fairly easy-going people so if special arrangements are needed, please don't hesitate to contact one of us and we will do our best to accommodate your needs. Thank you for being a part of our event!!

If you have any questions, please feel free to contact:

Kelly McCarville (Host): [Moonspinner1976@yahoo.com](mailto:Moonspinner1976@yahoo.com) – (319) 213-0976

Pat Kraft (Host): [pkraft4900@gmail.com](mailto:pkraft4900@gmail.com) – (319) 213-3261

<https://www.travelersmoonpara.com/psychic-paranormal-expos>

Facebook Event: Cedar Rapids Psychic & Paranormal Expo – 13th Annual 2024

<https://www.facebook.com/events/930997064868942>

Vendor Contract and Agreements:

1. Total payment is due when you submit your application. A booth will not be reserved for you if you have not submitted payment. If you are unable to attend for any reason, your application fee and booth will be forfeited at 50% before deadline and in full after the deadline (no exceptions). We want to keep our costs affordable but need to cover all costs and advertising fees for the event. Hosts reserve the right to reject any application at any time without reason.
2. Expo hosts are neither responsible or liable for individual vendors, their personal items or vending property. Each vendor/business is covered by their own insurance/license for any service/products offered. Liability for any loss to the exhibitors shall not be the responsibility of the hosts or facility. Vendors are strongly encouraged to carry business insurance, covering trade shows and fairs, which ensure their goods, services and exhibits against loss or damage. Vendors are responsible for any damage they cause to the facility including labor charges to repair such damage.
3. Vendors must conform to all local law enforcement and fire codes, health regulations, electrical codes and other local, city, state and federal laws and regulations. Burning candles or incense is NOT allowed. Liquid displays will need host approval. Animals are not allowed on the premises.
4. You are not allowed to sublet your booth without written permission from the host prior to the start of the show. Vendor names must be submitted with your application and is limited to two vendors (people) per booth. Names of individuals working your booth must be submitted with your application and is limited to two people. Anyone not listed will need to purchase a wristband. No swapping people in and out.
5. No advertising of any other shows, expos, fairs, etc.
6. Booths are limited to no more than two businesses/readers per booth (note additional fee of \$100).
7. Electricity is not guaranteed unless you indicate on your initial contract that it is needed and you receive confirmation from the host that electricity is approved. Please note additional fee of \$25.00
8. Booth space is strictly enforced. All merchandise and walking areas must remain within your designated booth size (Ex: 10x10). Aisles and exits shall remain clear of debris and obstacles. All tables, chair, signage, exits and entrances needs to remain within your allowed booth.
9. You must allow entrance/exit from your booth. You cannot enter or exit your booth through a neighboring vendor's booth. Display must be set up so customers can shop without going into a neighboring booth.
10. Do not nail, screw, staple or pin anything to the walls or floors. No duct tape. No 3M wall hangers. Literally nothing. Vendor responsible for determining how to display any signage. Most vendors will not have a wall behind them.
11. The host reserves the right to cancel and/or reschedule the expo with a 30 day notice. The Expo may be canceled without notice due to venue damage or any act of nature. Vendors agree to not hold the host, any employees or volunteers, the facility or any successors liable for damage or injury caused at this event.

I have read and agree to the above contract and understand this is legally binding.

Print Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_