



April 13th, 2024 - 10am – 6pm

Deadline for application – March 15th, 2024

Vendor Application – Please print clearly!!

Business Name: _____

Contact Name: _____

Names of Workers: _____

** Please limit to two people including reader/healer

Address: _____

City/State/Zip: _____

Business Phone: _____

Email Address: _____

Website: _____

Please provide a sentence description of the product or service you will be offering at the Expo. This will be used to create the Expo Brochure: (please limit to approx. 10 words)

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

Please provide a brief **description** of your desired speaking topic (if interested) and desired amount of time up to an hour:

Booth desired: Each booth will contain one 6' table and two chairs.
Tables will not be covered. Please indicate below if you would like a table skirt

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

_____ 10' x 10' booth	\$125.00
_____ Electricity	\$25.00
_____ Table Skirt	Free
_____ Shared Booth	Additional \$75 charge (two vendors/readers/healers maximum)
_____ Additional Table	Free
_____ Late Fee	\$20 if not registered prior to March 15th
_____ Credit Card/PayPal Fee	5%
_____ Tent/dividers	Will you be bringing anything that blocks view? Please indicate what. If not notified prior to set up, you may be asked to take it down

Set Up: Friday set-up should be available and confirmed closer to expo. We will notify closer to the date. Saturday set-up will start at 7am and needs to be completed by 9:45am. Tear down cannot start until 6pm on Saturday and needs to be completed by 9pm. Out of respect to our customers and other vendors, please do not tear down early. Early tear down without permission can result in denial of future show participation.

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 – (319) 213-0976

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

www.MysticalMoonspinner.com

Facebook Event: Dubuque Psychic & Paranormal Expo – 9th Annual

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 a contract and payment. If you are unable to attend for any reason, your application fee and booth will be forfeited at 50% before the 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 nor 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 ensures 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. Booths are limited to no more than two businesses/readers per booth (please note additional fee of \$75).
6. 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
7. 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, chairs, signage, entrances and exits need to remain within your allowed booth.
8. 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.
9. Do not nail, screw, staple or pin anything to the walls or floors. Masking/painters tape is allowed. No duct tape or quick stick hooks. Vendor responsible for determining how to display any signage. Many vendors will not have a wall behind them.
10. 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, any act of nature or civil regulations. 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: _____