



The IOWA CITY Metaphysical Expo

www.ICMETAPARA.com

October 21st, 2017

10am-6pm

Johnson County Fairgrounds

Building C and Montgomery Hall

4261 Oak Crest Hill Rd. S.E., Iowa City, IA

Application Deadline August 15th, 2017

Please Print Clearly!

Business Name _____

Primary Contact Person _____

Additional Persons _____

Address _____

City/State/Zip _____

Phone where you can be reached _____

Email _____

Website _____

Please provide a detailed description of the product or service you will be offering.

Would you be willing to donate a door prize? Yes _____ No _____

Are you interested in being a speaker? Yes _____ No _____

If yes, description/topic of presentation

Length of time requested: 30 minutes _____ 45 minutes _____ 60 minutes _____

Would you need a projector? Yes _____ No _____

Please note that you would need to bring your own computer.

If you would need anything else to speak, please list it here:

IMPORTANT INFORMATION:

- All booths are **\$75** each.
- All booths are 10' x 10' and all have electricity available.
- Each booth will have an 8' table and two folding chairs provided.
- Vendors are responsible for their own table coverings.
- Set up will start at 7:15am and needs to be completed by 9:45am.
- You will have the opportunity to set up on Friday afternoon/evening.
- Tear down cannot start until 6pm and needs to be completed by 9pm.
- Prices of all services should be clearly displayed.

All checks should be made payable to **IC MetaPara**, and must be returned with this application to be guaranteed space. Applications without payment will not be accepted. Application and check should be sent to:

Cat Sinclair
13 Modern Way
Iowa City, IA 52240

Alternatively, you may drop off the application and payment at Illuminations:

Attn: Stephanie Ryan; Cherry Building; 329 10th Ave, Ste 115; Cedar Rapids, IA 52401

Vendor Contract:

1. Payment is due in full along with your application. If you are unable to attend your fee will be forfeited. Booth fees are used to pay for facilities and advertising. We reserve the right to refuse a vendor application at any time without reason.
2. Liability for any loss to the vendors/exhibitors is not the responsibility of the expo committee or the facility. Vendors are urged to carry insurance covering trade shows and fairs.
3. Vendors must conform to all local law enforcement and fire codes, health regulations, electrical codes and any other city, local, state and federal laws and regulations. Burning candles or incense is strictly prohibited. Liquid displays require prior committee approval. Absolutely no alcohol is allowed on the premises.
4. Aisles and exits MUST remain clear of all obstacles. All tables, chairs and signage MUST remain within your booth. Do NOT nail, screw, staple, or pin anything to the walls, tables, or floors. The only approved tape is blue painter's tape. **NO DUCT TAPE.** Vendors are responsible for determining how to display signage, but NOTHING is allowed to be attached to the walls of the facility. There will be S-hooks available for signage. Vendors are responsible for their own table coverings.
5. Expo committee reserves the right to cancel or reschedule the expo with a 30 day notice. The expo may be canceled without notice due to venue damage or an act of nature. Vendors agree to not hold the expo committee, facility, or any volunteers or successors liable for damage or injury that may occur at this event.

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

Signature_____Date_____

Printed Name_____

If you have any questions feel free to contact:

Cat Sinclair
lovemycatz@gmail.com
319-400-2403 (before 8pm)

Stephanie Ryan
stephanie.ryan@gmail.com
319-784-7268 or Illuminations 319-775-0117

Website: icmetapara.com
Facebook Event: The Iowa City Metaphysical Expo 2017