



# The IOWA CITY Metaphysical Expo

[www.ICMETAPARA.com](http://www.ICMETAPARA.com)

**October 27<sup>nd</sup>, 2018**

**10am-6pm**

**Johnson County Fairgrounds**

**Building C and Montgomery Hall**

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

**Application Deadline August 15<sup>th</sup>, 2018**

**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.**

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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

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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:

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**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:

**Stephanie Ryan**  
**Illuminations**  
**329 10<sup>th</sup> 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 and you notify us before July 30<sup>th</sup>, you will receive a refund. After July 30<sup>th</sup>, 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. In addition, any disputes between vendors/exhibitors and the public will be handled by the vendors/exhibitors. The expo committee is not responsible for handling these disputes.
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 and peg 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](http://icmetapara.com)  
Facebook Event: 2018 Iowa City Metaphysical Expo