



# The IOWA CITY Metaphysical Expo

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

**Saturday, September 21, 2024**

**10am-6pm**

**Johnson County Fairgrounds**

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

**Application Deadline July 1st, 2024**

Please Print Clearly

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

Primary Contact Person: \_\_\_\_\_

Additional Persons: \_\_\_\_\_

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

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

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

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

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

Facebook Page name: \_\_\_\_\_

If you have participated before, please note if you would like the same (or close) booth space.

**Please provide a detailed description of the products or services you will be offering:**

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

**Are you interested in being considered as a speaker?** Yes  No

**Proposed Workshop Title:** \_\_\_\_\_

**Please provide the description of the presentation:**

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

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

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**Are there any accommodations that need to be considered for your participation?** Please describe.

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**PLEASE NOTE:** The buildings are wheelchair accessible. If you have noise or light sensitivities this event would not be a good match. The room is lit with fluorescent lights that can not be adjusted. In addition, there will be gong, crystal singing bowls, and bell sounds throughout the day.

## IMPORTANT INFORMATION:

- Each booth fee is **\$95.** - if paid before July 1, 2024. After July 1, 2024 each booth fee increases to **\$125.**
- Booths are 10' x 10' and all have electricity available. There are 2 booth spaces in the front room that are 5 X 10 and work well as informational booths.
- Each booth will have one 8' table and two folding chairs provided. Additional tables and chairs are available by request. You are welcome to bring your own tables and chairs as needed.
- Vendors are responsible for their own table coverings.
- Set up will start on Friday, September 20 between 3pm - 8pm and again on Saturday, September 21st at 7:30am. All set-up needs to be completed by Saturday at 9:45am.
- Tear down cannot start until 6pm and needs to be completed by 8pm.
- Prices of all your products and services should be clearly displayed. For readers, please have a fee sign and a signup sheet at your table.
- I am happy you are considering participating in this annual event. Thank you!

All checks should be made payable to **Kay Christy**, and must be returned with this application to guarantee the space. **Venmo** payment is also accepted **@kay-christy** or a **Square invoice** can be generated.

All applications received without payment will be held as tentative until payment is received. Applications and checks can be sent via email to [spiritled23@gmail.com](mailto:spiritled23@gmail.com)

OR

Sent to:

**Kay Christy**  
**PO Box 422**  
**West Branch, IA. 52358**

**Vendor Contract:**

1. Payment is due in full along with your application. If you are unable to attend and you notify us before July 15<sup>th</sup>, you will receive a refund. After July 15<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 or cannabis is allowed on the premises. Animals are not allowed in the fairground buildings unless registered as a service animal.
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. The 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: Kay Christy  
spirited23@gmail.com  
360-292-0400

Website: icmetapara.com  
Facebook Event: 2024 Iowa City Metaphysical Expo