

# VENDOR REGISTRATION

## ***FRIENDSHIP VILLAGE HOLISTIC FAIR***

*Hosted by Julie Weller of Midwest Crystal Fest  
& Donna Kirby of Awake Expo*

### Collinsville, Illinois

Gateway Center 1 Gateway Drive

**OCTOBER 17<sup>th</sup> & 18<sup>th</sup>, 2020 30 Booths**

Event Times: **Saturday 12:00am-7:00pm**

**Sunday 12:00am-5:00pm**

- **Standard Per Booth Fee: \$100**
- APPLICATION must be completed and fee paid in order to be valid.
- Booth Space will be at least **8 X10** for vendors with merchandise.
- All vendors must bring their own tables, chairs, and whatever else you need.
- Doors will be open for booth set up on Saturday at 8:00am, access is through Dock G.
- On Sunday all booths must be vacant by 8:00pm.
- If you need additional space, please email me at AwakeExpo@gmail.com to make arrangements.
- Electric is not available.

**\*PLEASE LIST THE TYPES OF PRODUCTS AND/OR SERVICES YOU WILL BE OFFERING:**

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**\* Please include your picture and a short bio with your application to be included in our Vendor Spotlight on Facebook before and during the event. This information helps to generate interest in the Expo experience and may increase sales for our vendors.**

**Print Legibly.** By completing and submitting this application, you agree that you have read, understand and will abide by the Terms of Agreement Rules and Regulations Rental Contract for Events as well as any items on this rental application.

**Business Name:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Website:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

### **TERMS OF AGREEMENT RULES AND REGULATIONS RENTAL CONTRACT FOR EVENTS**

**1. PAYMENT TERMS:** The Full Amount of Payment must be received with the registration; unless other arrangements have been made with the Event Organizer. This Event Application must be signed and accompany the payment of rental fees. Payments need to be paid in the form of a credit card payment through PayPal online or a money order by mail. This protects both parties, and we can then provide a receipt if necessary. Credit card payments will be processed when received. If full payment is not received in conjunction with the schedule given above, unless otherwise noted on the application, reserved space will no longer be guaranteed and is subject to release, reduction, and resale at the discretion of the organizers.

**\*Please remit Credit Card payments through PayPal: [www.AwakeExpo.com/vendors](http://www.AwakeExpo.com/vendors)**

**\*Please make Money Orders payable to Awake Expo LLC, and mail to:**

**Awake Expo LLC 505 Orchard Avenue Chatham, IL 62629**

**2. TABLE ASSIGNMENT:** Table assignments will be made in the order that contracts with full payments are received. The organizers reserve the right to change location assignments at any time. Consideration will be given to special needs requests.

**3. INSTALLATION AND DISMANTLING:** All displays must be in place and set up no later than 30 minutes before the time of the official opening of the show. No late set up allowed. Space not occupied or set up by that time will be reassigned for other purposes. No exhibits shall be dismantled before the official closing time of the show. See the application for time when installation and dismantling of exhibits may occur. Any exhibits not dismantled by the required date and time will

become the property of the event facility or organizers and will be dismantled and removed at the expense of the Applicant. Booth space must be occupied at all times.

**4. USE OF SPACE:** No applicant shall permit any other person(s) or company(s) to use the space allotted to them, nor shall they display items not manufactured or normally sold by applicant. Requests for co-participation by any other person or company in space assigned to the original applicant must be made in writing to the organizers and accompanied by a separate application. Keep all noise levels sufficiently low. Notification of the use of microphones, CD's/tapes, music, etc. is required. Conduct must be in a respectful, cooperative manner.

**5. DISTRIBUTION OF PRINTED MATTER, ETC:** Neither applicants nor non-applicants shall distribute printed matter, samples, souvenirs, nor the like, except from within rented spaces. Special distribution of such matter elsewhere must be approved by the organizers.

**6. FAILURE TO OCCUPY SPACE:** Any applicant failing to occupy space which has been contracted is not relieved of the obligation of paying for such space at the full rental price, and the organizers shall have the right to resell or use such space as it sees fit to eliminate empty space at the event, provided such space is not occupied by one hour before the official show opening.

**7. TAXES AND LICENSES:** Applicant shall be responsible for obtaining any licenses, permits, approvals, ministerial papers and/or certifications required under local, state, fed law applicable to their activity at the event. Applicant shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with applicant's event activities.

**8. LIABILITY INSURANCE:** Organizers and the event facilities will not be responsible for the safety of applicant's property. Applicant is advised to consult its insurance broker for proper coverage.

**9. LIMITATION OF LIABILITY: (Hold Harmless Clause)** Applicant assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and hold organizers and the event facilities, and each employees and agents harmless against all claims, losses, and damages but not limited to personal injury, theft, damage, or destruction of property to persons or property, governmental charges or fines and attorney fees arising out of or caused by applicant's installation, removal, maintenance, occupancy, or use of the premises or a part there-of, excluding any such liability caused by the sole negligence of the event facility, its employees and agents. Applicant agrees to abide by all fire and safety regulations.

**10. CONTRACT ACCEPTANCES:** This Contract is part of the application and will be effective after it has been signed by applicant and reviewed and accepted by the organizers. In the event applicant is not accepted, payment will be returned. The organizers reserve the right to limit the number of multi-level and network company applicants from the same company. In the rare event of fire, strikes or other circumstances beyond the organizers control, the organizers will not refund payment.

**11. CANCELLATION POLICY:** Applicants may cancel this agreement by written notice to the organizers. If a cancellation is necessary, the organizers will refund the fee paid less any service or administrative fees. No refunds will be made on cancellations made within less than 60 days from the event date.

**12. AMENDMENTS:** The organizers shall have authority to interpret and enforce all rules and regulations contained herein, and to make any amendments and further rules as shall be necessary for the orderly conduct of the event.

**13. AGREEMENT TO CONDITIONS:** Applicant and its employees, agents, and representatives agrees to abide by these conditions, it being understood and agreed that the sole control of the event facility rests with the organizers. Failure to comply with the terms and conditions may result in dismissal from the event without refund of fees paid. Applicant hereby attests that the information provided in the application is true and accurate. Applicant further agrees that any damages caused by lack of accuracy are difficult to calculate and agree to pay liquidated damages of up to \$2000.00 per misrepresentation. Besides other rights and remedies, material misrepresentation is grounds for immediate expulsion from the event without refund of fees paid.

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Signature of Applicant/Date

Please call or email me with any questions.

Email us at [AwakeExpo@gmail.com](mailto:AwakeExpo@gmail.com)

Donna Kirby-Co-Director: Cell: (217) 414-2412

Julie Weller-Co-Director

**For Office Use Only**

Contract Received    Date \_\_\_\_\_

Contract Completed

Payment Submitted

Photo and Bio Submitted

Signature of Co-Director \_\_\_\_\_