



**FAMILY FEST EXHIBITOR AGREEMENT**

**SHOW:** Family Fest  
**DATE:** Saturday, March 9, 2019  
**LOCATION:** Bridge View Center • 102 Church Street • Ottumwa, IA 52501  
 Phone: 641-684-7000 • Fax: 641-684-6305 • Web site: www.bridgeviewcenter.com  
**SET-UP:** Friday, March 8, 2019 • 1:00pm-8:00pm  
 Saturday, March 9, 2019 • 8:00am-9:30am  
**LOAD-OUT:** Saturday, March 9, 2019 • 4:00pm-6:00pm  
**DEPOSIT:** Full booth rental due with signed contract.

**BOOTH CHOICES AND PRICING:**

		<b>Non-Profit On or Before 3/5/2019</b>	<b>Non-Profit After 3/5/2019</b>	<b>Commercial On or Before 3/5/2019</b>	<b>Commercial After 3/5/2019</b>
	<b>10' x 10'</b>	\$65	\$100	\$125	\$165
	<b>10' x 20'</b>	\$95	\$140	\$175	\$215
	<b>BULK</b>	<b>Call for Quote</b>			

**Payment Method**

Business Check (due by Tuesday, March 5, 2019)

Money Order | Cashiers Check

\* *Make checks payable to Bridge View Center*

VISA | MasterCard | Discover Card\*

\* *Credit Card Authorization form included – please mail or fax back with contract.*

Booth setup includes pipe & drape (8' blue drape in back of booth with 3' blue side drape), 1 – 8' skirted/clothed table, 2 chairs, free wireless Internet, and 1 – 120v electrical outlet.

**SHOW HOURS:** Saturday, March 9, 2019 • 10:00am – 4:00pm

**SETUP REQUIREMENTS:** Exhibitor load-in and setup hours will be Friday, March 8 at 1:00pm-8:00pm. Exhibitors will have access to the venue starting at 8:00am on Saturday, March 9. All exhibitors are required to be setup prior to the opening of the show and must be ready to present to the public by 9:30am on Saturday, March 9.

**PACKING / TEAR-DOWN:** No exhibit and/or booth will be disturbed or packed in any way prior to closing hours of the show, 4:00pm Saturday afternoon. Exhibitor load-out is 4:00pm-6:00pm.

**ALCOHOLIC BEVERAGES:** Absolutely no outside alcoholic beverages allowed in Bridge View Center.

**MERCHANDISE:** Items for sale must be the exhibitor's items only—items exhibitor either manufactures, distributes, and/or sells. **No outside food and beverages are allowed in Bridge View Center.**

**FOOD BOOTH REQUIREMENTS:** Food booths shall not consist of any items that will be competitive with Bridge View Center's concession stand. The number of food booths may be limited. First priority is given to local not-for-profit organizations. Food booths may consist of items to be consumed off premises or pre-packaged. Items may include: bakery items, nuts, candies, drink mixes, canned items, etc. Food vendors must abide by any and all Wapello County and/or State of Iowa Health Department regulations. Those rules are available by calling (515) 281-7689. The Wapello County and/or State of Iowa Health Department reserve the right to inspect all food booths. **All food vendors are required to clean up space prior to leaving facility. All food leftovers or food items must be thrown in trash bags and placed into dumpsters located in the loading dock area on SE part of the venue.**

**LIGHTS:** The exhibit hall will be fully lighted. Exhibitors may bring in additional spotlights or special effect lighting. Minimum grade cord – 12 gauge wire.

**TABLE DRAPING:** For the appearance of the show, we request all tables used in the booth be draped to the floor or skirted with table skirting. Table skirting is available for rent through the Bridge View Center, if needed.

**AVAILABLE SERVICES:** Bridge View Center only provides the rented space, pipe & drape for backdrop and side curtains, 1 – 8' skirted/clothed table, 2 chairs, free wireless Internet, and 120v electrical outlet. EXHIBITORS MUST SUPPLY ALL OTHER MATERIALS NEEDED, INCLUDING EXTENSION CORDS. Exhibitor utility services are available thru Bridge View Center, including additional 120v electrical service, 208v electrical service, water service, cable TV service, hard-wired Internet service, and forklift services.

**ETHICS:** Soliciting in the aisles or corridors and in other displays or booths, or escorting buyers from one exhibit to another, to the unfair advantage of others, will not be tolerated. No sale signs will be permitted in booths that will distract or draw customers out of other vendor's booths. Show Management reserves the right to decline, prohibit, or remove any exhibit which is deemed out of keeping with the character of Family Fest, this reservation being all inclusive as to persons, things, products, printed material, conduct, smoke, noise, etc.

**USE OF SPACE:** Exhibitors may not sublet, assign or apportion any part of the space allotted. No exhibitor will be permitted to display outside the confines of the space assigned.

**CARE OF PREMISES:** No part of the exhibit and no signs or other materials may be pasted, nailed or otherwise affixed to walls, doors or other surfaces in a manner that might mar or deface the premises or furnishings in the Bridge View Center. Damage or failure to observe this notice is payable by the exhibitor. Exhibits must be set up so as not to interfere with public circulation in the aisles and to provide a clear view of neighboring exhibitors. This limitation refers to height, width and safety of any exhibit booth or materials within the space rented.

**CONDUCT:** The exhibit shall be conducted in a decorous manner in order not to be objectionable to other exhibitors, the public, or to Bridge View Center. Show Management reserves the right to close, remove or require changes in any exhibit or to remove any of the exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall show, other exhibitors, the Bridge View Center, or to the public. During the hours open to the public, the exhibitor and/or representative must occupy the assigned space.

**IOWA SALES TAX COLLECTION:** Bridge View Center assumes no responsibility for the collection of the Iowa Sales Tax as required by the State of Iowa. Such collection is the responsibility and duty of each exhibitor at the time of sale.

**FIRE AND OTHER REGULATIONS:** The exhibitor shall comply with all fire codes, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of one's exhibit. NO SMOKING is allowed in the venue. Bridge View Center allows no open flame in any part of the venue. Special arrangements must be approved in writing by the venue and shall include that all candles must

be enclosed in hurricane lamps, votive holders or such. Helium balloons are not allowed in any part of the Bridge View Center without prior authorization from Show Management. Exhibitors will be responsible for damages that may occur and charges that are incurred for retrieving, removing and cleaning the area affected by balloon activity. **Helium tanks are not allowed at any time in the Bridge View Center.**

**LIABILITIES:** Neither show management nor the Bridge View Center shall be responsible for fire, theft, or other damage, whether caused negligently, willfully, or otherwise. They are expressly released from any and all claims of loss, injury or damage to persons or property.

**CANCELLATION: Deposits and payment will NOT be returned if exhibitor cancels participation in the show.**

**NO-SHOW:** Any exhibitor who fails to show up will forfeit all booth rental and exhibitor service fees.

**LATE FEE:** Exhibitor Forms returned by or post marked after March 5, 2019 will be charged previously mentioned late fee.

**SHOW CANCELLATION BY VENUE AND/OR SHOW /MANAGEMENT:** Should this show be cancelled by the Bridge View Center and/or Show Management for any reason this contract is null and void, and exhibitor waives any and all claims except deposit refund. Deposit will be returned to exhibitor.

**EXHIBITOR: SIGN AND RETURN**

Description of Exhibit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibitor Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



PROUDLY MANAGED BY



**Office Use Only**

Date \_\_\_\_\_

Ck # \_\_\_\_\_

Amt. \_\_\_\_\_

Rec'd by \_\_\_\_\_



**Bridge View Center**  
**Credit Card Authorization Form**  
**VISA | MasterCard | Discover**

I authorize the Bridge View Center to incur charges against the credit card listed below for the following services:

**BOOTH CHOICES AND PRICING:**

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	<b>BULK</b>	<b>Call for Quote</b>			

Type:    \_\_\_ Visa    \_\_\_ MasterCard    \_\_\_ Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit V-code: \_\_\_\_\_

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

City, State and Zip: \_\_\_\_\_

Name (as it appears on the card): \_\_\_\_\_  
 (Please print name and company, if applicable)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Please e-mail completed form to Mary at [mary@bridgeviewcenter.com](mailto:mary@bridgeviewcenter.com)  
 or fax completed form to 641-684-6305.

## Bridge View Center Exhibitor Utility Service Request Form

### Family Fest – Saturday, March 9, 2019

Prices Effective for 2019 Family Fest only, VOID after March 9, 2019

Items checked below are at the expense of the exhibitor at the rates listed below. Bridge View Center equipment and services are being furnished subject to regulations. Credit will not be given for services ordered and installed but not used. Building wall and post outlets are not part of booth space and are not to be used by the exhibitor unless specified otherwise. Customer is responsible for loss or damage to personal property or Bridge View Center equipment. **Orders will be fulfilled only after payment is received in full.**

Quantity	<u>Advance Rate</u> Received on or by March 6	<u>Floor Rate</u> After March 6	Total
<b><u>Tables</u></b>			
___ Additional 6' or 8' plain table	\$5.00	\$7.00	= _____
___ White or Black linen	\$5.00	\$7.00	= _____
___ Silver or Black table skirting	\$10.00	\$12.00	= _____
<b><u>Electrical Service</u></b> (First 120v electrical outlet is free and provided as part of booth package.)			
___ 120v 20 amp dedicated outlet	\$25.00	\$35.00	= _____
___ 208v 30-50 amp dedicated outlet	\$50.00	\$65.00	= _____
<b><u>Telephone</u></b>			
___ Local, 1-800, Long Distance	\$50.00	\$65.00	= _____
<b><u>Internet Service</u></b> (Venue has FREE Wi-Fi Internet service – if using a credit card machine wired is recommended.)			
___ Wired Hi-Speed Broadband	\$50.00	\$65.00	= _____
<b><u>Cable Television</u></b>			
___ Limited Local Service	\$50.00	\$65.00	= _____
<b><u>Water Service</u></b>			
___ Cold water line	\$50.00	\$65.00	= _____
<b><u>Forklift Usage</u></b>			
___ Load-in/out with Venue Personnel	\$30.00 per 15 minutes or \$90 per hour		= _____
<b>UTILITY SERVICE TOTAL</b>			<b>\$ _____</b>

**Notice:** Payment in full must accompany any order. **Floor Rates** will apply to all orders not received or postmarked by March 6, 2019. Orders placed on day of show must be paid at time of order.

BVC accepts: MasterCard | VISA | Discover (circle one) Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

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

Card Holder Signature: \_\_\_\_\_ 3 Digit CVB# on back of card \_\_\_\_\_

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Completed Order Form To:** Bridge View Center • 102 Church Street • Ottumwa, IA 52501  
Tel: 641.684.7000 • Fax: 641.684.6305 • E-mail: info@bridgeviewcenter.com