

CONTRACT FOR EXHIBIT SPACE

35th Annual Midland Empire Farm, Home & Rural Lifestyle Show

JANUARY 26-27, 2024 - ST. JOSEPH, MO

Subject to the "Exhibit rules & regulations" printed on the back of this contract, we hereby request space assignment as listed below. Please check area desired:

- Main Floor 8'x 10' \$465 8'x 20' \$790 8'x 30' \$1,075 8'x40' \$1,295
16'x20' \$1,295 16'x30' \$1,590 16'x40' \$1,795 16'x 50' \$1,990 #59 \$1,090
Lower Lobby 8'x 10' \$465 8'x 20' \$790 8'x30' \$1075 8'40' \$1,29 5 30'x 20' \$1,630
Upper Level 8'x10' \$465 8'x20' \$695 8'x30' \$895 8'x40' \$995
Ladies Area 10' x 10' \$175 20' x 10' \$275 30' x 10' \$ 375 End Cap 33'x20' \$600

Enclosed is 100% payment of \$ _____. Booth payment must be included with contract. Booths are assigned first-come, first-serve. Suggested deadline is November 15, 2023, although some space may still be available after this date.

Checks payable & mail to: Cindy Barnes Productions, Inc., P.O. Box 8961, St. Joseph, MO 64508

Authorized Signature X _____ Cell # _____

PRINT, LEGIBLY & EXACTLY as you want info to appear in any marketing material:

COMPANY _____
ADDRESS _____ CITY _____
STATE _____ ZIP _____ PHONE _____
E-MAIL _____
CONTACT NAME: _____ CELL _____
COMPANY WEBSITE: _____

*** Confirmation, set-up schedule, complimentary tickets, etc. should be mailed to:

_____ Above contact & address _____ Other: _____

Description of company products & services: MANDATORY (Please be specific)

(Do not write below this line)

_____ Date paid Check # _____ Booth Assignment _____ Cert. of Ins.Rec'd: Yes No

The Midland Empire Farm, Home & Rural Lifestyle Show Rules & Regulations for Exhibit

1. **Contract for space:** The receipt and acceptance by Cindy Barnes Productions, Inc. (hereafter referred to as CBP) of your signed contract accompanied by a check for the exhibit space rental, will constitute a binding agreement for the right to use the space allocated. In the event of fire, strike or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, this contract will not be binding. **Application for exhibit space must be made on the official form and accompanied by a check for the booth rental amount in order to be considered for acceptance.**
2. **SPACE ASSIGNMENT:** Assignment of space will be based on past locations. New vendor space will be based on the order in which the contracts are received, using postmarked date or hand delivery to establish the order of assignment. **The Event Director reserves the right to assign space so that it best benefits the show.**
3. **SPACE RESTRICTIONS:** All demonstrations, discussions or other activities such as the distribution of descriptive literature of any kind must be confined to the exhibitor's own booth. **No exhibitor shall assign, sublet or share the whole or any part of his assigned space without the approval of the Event Director.**
There shall be no obstruction in the aisles. Noise levels on sound systems, recorders, speakers, live music, etc. shall be maintained so as not to disturb the other exhibitors. An exhibitor's display may not obstruct the display of another exhibitor. **THE FRONT 3 FEET OF AN INLINE BOOTH MAY NOT HAVE EQUIPMENT OR DISPLAY MATERIALS OVER 42 INCHES UNLESS APPROVED BY MGMT.**
4. **BOOTH FURNISHINGS:** Each 8'x10' or 10'x10' booth rental fee includes rod and draping as dividers from other exhibitors. Back draping will be used in the lower lobby and single/double spaces of the main floor only. Booth accessories can be rented for a nominal charge or exhibitors may furnish their own. An accessories form is included with this contract. Exhibitors must provide their own extension cords if renting electrical outlets and their own floor length draped table coverings.
5. **INSTALLATION AND DISMANTLING OF EXHIBITS:** Installation of your exhibit equipment and materials will be Thursday, January 25 from 7:30am to 7pm. Unclaimed space can be reassigned without refund of any rental fees. Dismantling of booths will be Saturday, January 27 from 4pm until 8pm. No booth may commence dismantling until close of the show on Saturday, Jan. 27 at 4pm.

Note: Any booth which begins to tear down before this time may not be asked to return.
6. **LIABILITY:** It is agreed that exhibitors shall assume all responsibility for any loss, damage or injury and that they shall indemnify and hold harmless Cindy Barnes Productions, Inc. and any Show Sponsors from all liability which may ensue, for any cause. The exhibit area will be locked down during those hours when the exhibit area is not open to the public. **HOWEVER, THE PROVISION OF SECURITY CANNOT BE CONSTRUED AS RESPONSIBILITY OR LIABILITY FOR ANY LOSS, DAMAGE OR INJURY OF ANY KIND; CINDY BARNES PRODUCTIONS, INC. CANNOT GUARANTEE AGAINST LOSS, DAMAGE OR INJURY OF ANY KIND.**
7. **SECURITY:** CBP will provide security for the 2024 Midland Empire Farm, Home & Rural Lifestyle Show during the show hours of exhibit and set-up.
8. **OVERNIGHT SECURITY** is not used as the building is locked down by security each evening.
9. **REFUND POLICY:** If this contract is cancelled on or before December 1, 2023, booth rental will be refunded. After December 1, 2023 there will be no refunds.
10. **MISCELLANEOUS:** No business may sell or display liquor in any form unless approved by Civic Arena management. CBP reserves the right to review and expect modification of any booth display it feels would be illegal or offensive. Food items to be given away must first be approved by the St. Joseph Civic Arena Director. Contact the Event Director to begin the approval process.
11. **INSURANCE:** Each exhibitor must furnish a Certificate of Insurance for the Midland Empire Ag & Rural Lifestyle Show. This must be mailed to Cindy Barnes Productions, Inc., P.O. Box 8961, St. Joseph, MO 64508, Attn: Farm Show or emailed to cindy.barnes@cindybarnesproductions.com Questions? Call Cindy Barnes Productions, Inc. at (816)261-7034. Exceptions to the insurance requirement are the ladies area booths.
12. **SIGNAGE:** **Upper level company banners must be hung on the lowest cross bar (east & west ends) to allow for viewing of Vendors from the lower level.**

Midland Empire Farm, Home & Rural Lifestyle Show

Cindy Barnes Productions, Inc.

P.O. Box 8961 * St. Joseph, MO 64508

(816)261-7034

www.cindybarnesproductions.com

EXHIBITOR INFORMATION

Show dates: January 26-27, 2024

Location: St. Joseph Civic Arena – St. Joseph, MO

Hours of Exhibit

Friday, Jan. 26, 10am – 8pm

Saturday, Jan. 27, 9am – 4pm

Booth Rates

(See enclosed floor plan and contract)

Installation of exhibits

Thursday, Jan. 27, 7:30am – 7pm. A schedule of assigned times will be mailed in Dec.

Removal of exhibits

Sat., Jan. 27 from 4pm – 8pm. **Absolutely no exhibits may be removed prior to 4pm.**

Hotel & Lodging - TBD

Shipping Instructions

Make shipments well in advance to:

St. Joseph Civic Arena

100 N. 4th Street

St. Joseph, MO 64501

Phone: (816)271-4717

Insurance

Each exhibitor must furnish a Certificate of insurance. Mail to Cindy Barnes Productions, Inc., Attn: St. Joe Farm Show, P.O. Box 8961, St. Joseph, MO 64508.

Booth Furnishings & Accessories

Uniform blue draping will be furnished on pipe frame on lower level. Back draping is 8' and side dividers are 36". Red side dividers only on upper level. Accessories can be rented on enclosed rental form or exhibitor may bring their own.

Note: There is no decorating contractor in St. Joseph.

Exhibitors are asked to furnish their own table coverings and extension cords.

Important Phone Numbers

Cindy Barnes Productions, Inc. -
(816)261-7034

cindy.barnes@cindybarnesproductions.com

St. Joseph Civic Arena -
(816)271-4717

BOOTH ACCESSORIES ORDER FORM

Midland Empire Farm, Home & Rural Lifestyles Show

COMPANY NAME: _____

QTY	ITEM	BEFORE SHOW RATE	SHOW RATE (After Jan. 10)	TOTAL
_____	Table	\$ 25.00 ea.	\$ 35.00 ea.	\$ _____
_____	Chair	\$ 5.00 ea.	\$ 10.00 ea.	\$ _____
_____	Electrical outlet	\$ 40.00 ea.	\$ 50.00 ea.	\$ _____
			Total Accessories	\$ _____

Checks payable to: Cindy Barnes Productions, Inc. (P.O. Box 8961, St. Joseph, MO 64608)

NAME BADGE REQUEST FORM

COMPANY NAME: _____

Number of badges for show workers: _____

**SHOW REGISTRATION PACKETS WILL CONTAIN NAME BADGES.
NO NAME BADGES WILL BE MAILED. PACKETS MAY BE PICKED UP DURING SET UP TIME.**