



## 2019 HOLIDAY FESTIVAL VENDOR APPLICATION

### VENDOR APPLICATION CHECKLIST

To receive vendor placement in the festival, the enclosed application must be completed in its entirety and returned prior to the deadline\* with the partial pre-payment. The Columbia Holiday Festival reserves the right to review all applications and decide on final acceptance.

- Completed Vendor Application (PAGE 2)
- Completed Booth Selection Form (PAGE 3)
- Completed & Signed Method of Payment Form (PAGE 4)
- Signed EXPO Terms & Conditions Form (PAGE 5)
- Signed Vendor Information & Contract Form (PAGE 6)
- Non-Refundable\* Partial Pre-Payment of \$100.00/Booth Space  
Partial Pre-Payment is applied towards total amount due  
Payment due in full September 30, 2019  
Payment by check requires payment in full at time of application submission  
Please make checks payable to the **Holiday Inn Executive Center**

\*Please complete and return each of these items by **September 30<sup>th</sup>, 2019**. Applications may be mailed, faxed, or emailed.

Columbia Expo Center · 2200 I-70 Drive SW Columbia, MO 65203 · [f] 573-445-3770 ·  
[holidayfestival@holidaycolumbia.com](mailto:holidayfestival@holidaycolumbia.com)  
[p] 573-446-3971

### TENTATIVE FESTIVAL SCHEDULE

#### Friday, November 22<sup>nd</sup>, 2019

4:00 PM – 9:00 PM Vendor Load-In (set-up must be complete by 9:00 PM)

#### Saturday, November 23<sup>rd</sup>, 2019

7:30 AM Doors Open to Vendors

8:00 AM – 5:00 PM Festival Open to Public

#### Sunday, November 24<sup>th</sup>, 2019

10:30 AM Doors Open to Vendors

11:00 AM – 4:00 PM Festival Open to Public

4:00 PM – 9:00 PM Vendor Tear-Down (tear-down must be complete by 9:00 PM)

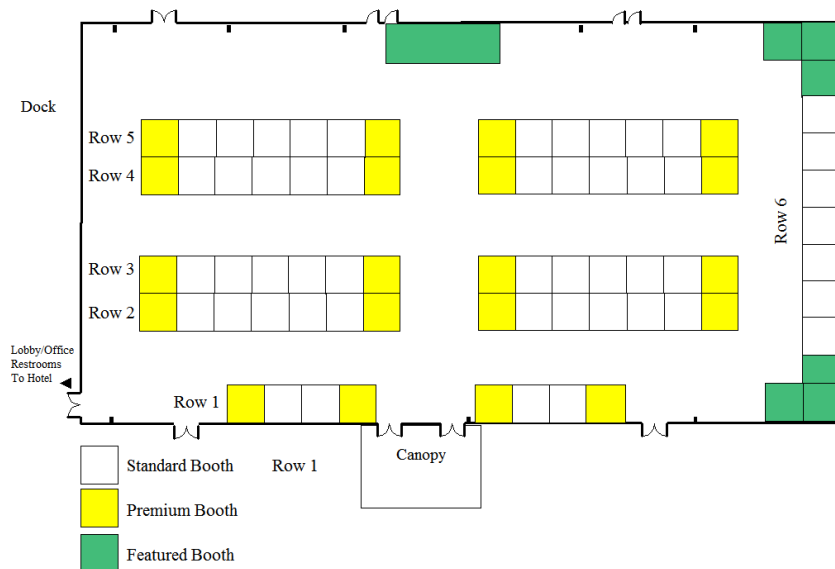




November 23<sup>rd</sup> – 24<sup>th</sup>, 2019

## BOOTH FEES & SELECTION

| Option  | Standard Price        | Quantity | Total     |
|---|-----------------------|----------|-----------|
| Standard Single Booth Space<br>(8'x10' Booth)   | \$250                 |          | \$        |
| Premium Booth Space<br>(8'x10' Booth at end of row)   | \$500                 |          | \$        |
| Featured Booth Space<br>(Corner booth equivalent to (3) 8'x10' Booths)  | \$750                 |          | \$        |
| Temporary Business License<br>If you do not already have a City of Columbia (not State of MO) business license, you are required to submit \$15 for a temporary license. We will take care of this for you. | \$15                  | 1        | \$        |
| Access to Electricity<br>(per 120V outlet)  | \$25                  |          | \$        |
| <b>TOTAL</b>  |                       |          | <b>\$</b> |
| Non-Refundable Partial Pre-Payment<br>- If paying by check, payment in full is required at time of application submission<br>- Partial Pre-Payment is applied towards total amount due                      | \$100.00<br>per booth |          | \$        |
| <b>Remaining Balance</b><br>(Due by September 30th, 2019)   |                       |          | <b>\$</b> |



### BOOTH ROW REQUEST

1<sup>st</sup> Choice: Row \_\_\_\_\_  
 2<sup>nd</sup> Choice: Row \_\_\_\_\_  
 3<sup>rd</sup> Choice: Row \_\_\_\_\_

The Columbia Holiday Festival will accommodate requests to the best of their abilities. Your row preferences are not guaranteed. Placements are based upon availability at time of received application. Diagram is subject to change.

**FOR OFFICE USE ONLY:** Approved \_\_\_\_\_ Partial Pre-Payment Received \_\_\_\_\_ Paid in Full \_\_\_\_\_ Booth Number(s) \_\_\_\_\_





## Expo Terms & Conditions

The management of the Holiday Inn Executive Center and the Columbia Expo Center requests your attention and cooperation to the following Rules and Regulations which have been adopted for the mutual benefit of all Employees and Vendors. Charges for infractions of these rules resulting in damage will be assessed to the Vendor.

**VENDOR LOAD-IN:** ALL Vendors will load-in booth equipment through the loading dock door located on the Northeast corner of the building. The dock can be accessed from Knipp Street. Use of the doors will not be permitted unless approved in advance by management.

**HEIGHT AND ARRANGEMENT OF EXHIBITS:** The maximum height of displays shall not exceed nine feet unless otherwise approved by the Columbia Expo Center. All Exhibits must be free standing. NO SUPPORTING WIRES FROM THE CEILING PIPES OR DUCTS WILL BE PERMITTED.

**EXPO CENTER FACILITIES AND EQUIPMENT:** Vendors and their employees will not be permitted to use or otherwise handle any Columbia Expo Center equipment in a manner that will in any way injure, mar, or deface any part of the building.

**TABLES, CHAIRS, BOOTH PARTITIONS:** are not to be moved or otherwise handled except by authorization of your show management. No tacks, nails or staples are permitted to be used on this equipment, or the equipment otherwise used beyond its intended purpose unless approved by the Columbia Expo Center Management.

**LIGHTING FIXTURES:** Overhead lighting necessary to supplement the general lighting may be used provided it is attached and connected in accordance with Columbia Expo Center instructions and charged accordingly.

**ELECTRICAL AND MECHANICAL SERVICES** shall be connected by authorized and qualified personnel and at the instructions of the Expo Center and charged accordingly. All devices or equipment plugged into any outlet requires the use of a power surge protector and securing a surge protector is the responsibility of the vendor accessing the electricity. The Holiday Inn Executive Center or Expo Center will not be responsible for any damages incurred by the vendor to any device or equipment should a power surge protector not be used to access electricity within the hotel's meeting space or the Expo Center.

**DISPLAY EQUIPMENT ASSEMBLY:** Columbia Expo Center personnel are not permitted to assemble or otherwise handle vendor equipment except to move to and from booth space where specified in contract with show management.

**AISLES AND EXITS** so designated by show layouts shall in no way be obstructed.

**FLOOR AND FLOOR COVERINGS:** Cartons, crates and equipment are not permitted to be moved over floor area except with the use of wheeled equipment. Floor coverings for individual booth space are allowed. However, it shall not be responsible for the removal of tape residue marks on the show floor/or Expo Center Equipment. Columbia Expo Center employees do not vacuum carpeted areas. DAMAGE TO THE EXPO FLOOR RESULTING FROM DRAGGING EQUIPMENT OR EXHIBIT MATERIALS WILL BE ASSESSED TO THE VENDOR. ALL CARPET TAPE MUST BE APPROVED BY EXPO MANAGEMENT.

**PARKING:** All Vendors and Visitors to the Columbia Expo Center must abide by posted regulation signs.

**TRUCKS OR VEHICLES** will not be allowed inside the exhibit hall at any time unless approved by Columbia Expo Center Management.

**MISCELLANEOUS RULES:** No Vendor shall do or permit anything to be done in said premises, or bring or keep anything therein, which will in any way increase the rate of fire insurance on said building, or no property kept therein, or obstruct or interfere with the rights of other Vendors, or in any way injure or annoy them, or conflict with the laws relating to fire, or with regulations of the fire department, or with any insurance policy on said building or any part thereof, or conflict with any of the rules or ordinances of the Board of Health of Columbia, Missouri. The parking lot, entrance, halls, passages, ramps, elevators, and stairways shall not be obstructed by Vendor or used by him for any other purpose than for ingress and egress. The Management reserves the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, and cleanliness of the premises, and for the preservation of good order therein.

\_\_\_\_\_   
 Print Name

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

**FOR OFFICE USE ONLY:** Approved \_\_\_\_\_ Partial Pre-Payment Received \_\_\_\_\_ Paid in Full \_\_\_\_\_ Booth Number(s) \_\_\_\_\_



## VENDOR INFORMATION & POLICIES

### Vendor Information

#### 1. Booth Inclusions & Spacing

Included in your booth fees: (1) 8'x10' space; (1) Clothed & Skirted Table; (2) Chairs; (1) Waste Can; Pipe & Drape; Vendor ID Sign; Access to Vendor Hospitality Area; (2) Name Badges (per booth); Recognition & Link-back on Website

Vendors are required to stay within the parameters of their designated booth. Please be respectful of all vendors, especially those who neighbor your booth. Fire code regulations require aisles to remain completely free of product. Hotel staff will monitor booth setup to ensure these regulations are being followed.

#### 2. Vendor Load-In & Set-Up

Load-in will take place at the overhead garage doors at Expo Loading Dock, beginning at 4:00PM on Friday afternoon. The Holiday Inn Executive Center is **not** responsible for lost or damaged items. Vendors are not to start tearing down prior to 4:00PM on Sunday. Hotel staff will be available to assist with load in of vendors. Unfortunately, staff is not authorized to assist in booth set up.

#### 3. Vendor Check-In

Vendor check-in will be located near the loading dock doors. Please check in and receive your vendor packet prior to Friday evening as the packet includes crucial Festival information.

#### 4. Additional Amenities

Electricity is not included in the booth fees, and can be ordered on the vendor application. If you order electricity, you are required to use a surge protector. A more detailed order form of additional amenities will be distributed to vendors closer to the festival.

#### 5. Vendor Parking

Vendors are asked to park in the designated vendor parking area (map and area will be released closer to the date). To optimize customer parking, we will require vendors to park on the west parking lot of the hotel. The festival committee is currently reviewing options for shuttling services - details regarding shuttles will be disclosed at a later date.

### Vendor Contract

1. All booths must be in place by Friday evening at 9:00PM. All vendors are required to staff their booth for the full hours on Saturday and Sunday. All booths must be cleared by 9:00PM on Sunday evening.

2. Vendor agrees to confine all displays and products to within the designated booth space, refraining from placing signs and products within or over public aisle space, vendor aisle space, or in other vendors' space.

3. Vendor agrees to limit their use of microphones and excessive loud music. The Columbia Holiday Festival reserves the right to ban any microphones and loud music on the festival weekend if complaints occur.

4. Vendors offering food and beverage samples agree to refrain from offering samples that register above 350,000 Scoville Heat Units.

5. Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permit.

6. Vendor agrees that the booth partial pre-payment, and final payment, are both non-refundable are due by September 30<sup>th</sup>, 2019.

7. Vendor agrees to Method of Payment agreement. Payment by check requires payment in full at time of application submission; payment by credit/debit card requires a valid card on file, and a non-refundable, non-transferable partial pre-payment of \$100.00 per booth space.

8. Vendor agrees that the booth space, once committed to, is non-refundable and non-transferable in the event of a cancellation.

9. Vendor has read and agreed to all terms and conditions included on the Expo Terms & Conditions page, located at the end of this Application Packet.

**I HAVE READ AND AGREE TO THE OUTLINED CONDITIONS STATED ABOVE AS WELL AS THE OTHER PAGES OF THIS APPLICATION PACKET. I UNDERSTAND THAT THIS CONTRACT IS BINDING AND UPON APPROVAL OF APPLICATION, THE TOTAL AMOUNT WILL BE DUE BY SEPTEMBER 30<sup>TH</sup>. ALL PAYMENTS ARE NON-REFUNDABLE.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:** Approved \_\_\_\_\_ Partial Pre-Payment Received \_\_\_\_\_ Paid in Full \_\_\_\_\_ Booth Number(s) \_\_\_\_\_