

# Seek the Light Akron Expo

March 9-10, 2019

## Vendor Contract

(Please print your responses to ensure we have the correct contact information.)

Name:				Booth Name:	
Address:				Email Address:	
City:				Website:	
State:		Zip:		Facebook:	
Home:				Cell:	
Sharing space with:					
If you are returning, would you like the same space? (Please Circle One)					Yes          No

**To secure a spot, you MUST provide your contract and a 50% deposit. The balance is payable at least one week prior to the show.**

Your Booth Fee includes:

10x5 Booth:      One 6 foot table; Two Chairs; Two Badges

10x10 Booth:    One 6 foot table; One 8 foot table; Two Chairs; Two Badges

Item	Price (Before Jan 25, 2019)	Price (After Jan 25, 2019)	Number Needed	Total Item Cost
10x5 Booth	\$150.00	\$175.00		
10x10 Booth**	\$250.00	\$275.00		
Corner Spot	\$15.00			
Additional Table(s)	\$10.00			
Additional Chair(s)	\$3.00			
Additional Badge(s)	\$2.00			
Electricity	\$62.00			
<b>Booth Total</b>				

\*\*If you are interested in multiple spaces, please call for discounted pricing.

Payment Type:	Cash	Check	PayPal	Credit Card
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Card Number	Expiration Date	Zip Code	CVV (3 digit code on back):
Name as it appears on Card:	Signature:		

**Please send Contract and make checks payable**

**to:**

Henry Knapp  
185 Mission Dr  
Akron, OH 44301

Email: [contractsforstl@gmail.com](mailto:contractsforstl@gmail.com)

**OR**

You may fill out the contract online at:

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

We accept Cash, Check, Credit Cards, or PayPal.

PayPal Payment address: [adsforstl@gmail.com](mailto:adsforstl@gmail.com)

Questions? Please call Henry at 330-724-2341

To prevent too much of an overlap in vendors, please indicate the top three (3) types of products and/or services you will be providing at your booth:

First: \_\_\_\_\_

Second: \_\_\_\_\_

Third: \_\_\_\_\_

Please provide a brief description of your booth that we can include in the program. Please limit this description to 25 characters including spaces.

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**If you would like to provide a free lecture and/or take an ad out in the program, please contact Henry.**

# Seek the Light Akron Expo

March 9-10, 2019

**Venue:**

John S Knight Convention Center  
77 E Mill St, Akron, OH 44308

**Event Time:**

11am to 6pm, both days  
Doors open at 11:00am

**Set-up Times:\***

Fri, March 8, 2019 4:30 to 8:00pm  
Sat, March 9, 2019 8:30 to 10:30am  
Sun, March 10, 2019 8:30 to 10:30am

\*Should these times change, you will be notified.

**Tear Down Time:**

Sun, March 10, 2019 6:00 to 8:00pm  
**We MUST exit the building by 8:00pm.**

**Contract Rules and Regulations:**

- Doors will be locked at night. The Seek the Light Akron Expo and all involved are not responsible for lost or stolen items.
- You are responsible for your own table coverings as tables are not covered.
- No extra tables, except card tables, may be brought in. You have the opportunity to lease extra tables.
- No burning candles, incense, or misting of essential oils or scented liquids.
- No personal four-wheel carts may be used...we MUST use the John S. Knight Center's four-wheeled carts and porters. However, personal two-wheeled dollies are allowed.
- The Seek the Light Akron Expo reserves the right to take and use pictures for marketing purposes without express permission.
- No outside food or beverage will be brought into the building. Exception: Food or beverage to be offered as samples.
- Internet/Wi-Fi connection is provided free of charge.
- The John S, Knight Convention Center will provide complimentary coffee and pastries for vendors and readers on Saturday morning from 8:30am to 10:30am.
- For Readers:
  - o Please arrive no later than 9:30am each day.
  - o Check in at the registration desk immediately upon arrival to schedule your breaks and lunches.
  - o Readings will be held during the fair times of 11am to 6pm both days.
  - o If you wish to provide cassette recordings of your sessions, you must bring your own recording devices and appropriate cassettes. *The Seek the Light Akron Expo will no longer be providing this service.*
- For Vendors:
  - o Booth spaces will only be assigned once the 50% deposit is received. For those who request their previous location, we can only guarantee the space with the deposit. So, the sooner you send in your contract and deposit, the more likely it is that you will get the spot you want.
  - o Cancellations received 45 days or more prior to show date will receive refund of deposit, minus a 25% processing fee.
  - o Cancellations received 44 days or fewer to show date, or a "No Show," will not receive a refund.
  - o If your contact information changes, it is your responsibility to inform the Seek the Light Akron Expo organizers of that change. If you cannot be reached, you risk losing your booth space and deposit.
  - o Please ensure that all members of your party are aware of, and abide by, the rules laid out in this contract and those of the John S. Knight Convention Center.
  - o This contract is non-transferrable without prior approval.
  - o Please provide a copy of your business card with this contract, if available.

I understand that neither Henry Knapp nor the Seek the Light Akron Expo are legally liable for any lost, stolen, or damaged goods belonging to myself or any persons participating in the Expo. Nor is Henry Knapp or Seek the Light Akron Expo legally responsible for any accidents or injuries that may occur on Expo property that I, or anyone in my party, may experience at any time during the event. I understand that I am responsible for all insurance coverage and licensing for my booth space.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this page with your contract. We suggest you make a copy for your records.**