

2017 Heartland Book Festival on the Mississippi

Contract for Exhibit Space

Saturday, October 28, 2017 10:00 a.m.- 5:00 p.m.

Osage Centre, Cape Girardeau, MO

Firm name: _____ Type of Business: _____
(as you would like it to appear on advertising and signage) (To be exhibited, i.e. writer, crafts, etc.)

Address: _____ Contact Person: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Website: _____

Email: _____

QTY	PRICE	SUBTOTAL	
_____	x \$25.00 ea. =	_____	10' x 10' booth(s).
_____	x \$5.00 ea. =	_____	Bundle of one 8' table plus 2 chairs. (Max. 3 bundles per 10' x 10' booth.)
_____	x \$5.00 ea. =	_____	Skirting per 8' table. (All tables must be skirted, but you may bring your own skirting if you do not want to rent it.)
_____	x \$65.00 ea. =	_____	Video production for author promotion by Charlie Ziegenhorn of Z-Productions from Sikeston, MO. (30 minutes. You provide interview script and any visual aides. You will receive a DVD and/or digital copy within one month of the event).

GRAND TOTAL _____ **Cash** _____ **Check #** _____ Make check payable to Heartland Writers Guild.

To pay by credit card, please visit heartlandwriters.org and follow the links.

I agree to the following rules and regulations:

- 1) Payment in full is due before space is reserved. After Oct. 1, 2017 checks will not be accepted. No refunds after Oct. 1, 2017.
- 2) Crafters may provide either handcrafted items or direct sales items. Resale items will not be allowed. Limit of one direct sales representative per brand on a first-come, first-served basis.
- 3) I will set up my booth space at the Osage Centre in Cape Girardeau, Missouri between the hours of 8:00 a.m. and 9:30 a.m. on Sat., Oct. 28, 2017. The tables in my booth space will be appropriately skirted. My booth will be completely set up by 9:30 a.m. and I agree to a booth inspection at that time. If any changes are necessary, I agree to make those changes before the show opens at 10:00 a.m.
- 4) I agree to provide my own electrical cords, if needed, for my booth.
- 5) I may only bring in a small amount of personal snacks and drinks (concession stand will be available).
- 6) None of my items feature pornographic material.
- 7) My booth will be fully manned between the hours of 10:00 a.m. and 5:00 p.m. If my booth is found unmanned during the show, I understand I may not be accepted as a future show vendor. If I choose the author interview option, I agree to find someone else to man my booth during my interview session.
- 8) My booth will be completely taken down and removed from the Osage Centre by 6:00 p.m. on Oct. 28, 2017.
- 9) I agree to hold Heartland Writers Guild and its members harmless for any damage to items or injury to myself or any employee or customer during the 2017 Heartland Book Festival on the Mississippi.
- 10) I have read, understand and will comply with the rules and regulations as will all those involved with my booth(s).

Signature: _____ **Date:** _____

**CONTACT &
PAYMENT
INFORMATION**

Make checks payable to Heartland Writers Guild.
Please send completed and signed Contract for Exhibit Space
and check or money order for FULL amount to:
Heartland Writers Guild, 332 Co. Rd. 366, Jackson, MO 63755 Email: hwgbookfestival@gmail.com