



2<sup>ND</sup> ANNUAL

## Fox Cities Kidz Expo 2018

Saturday, April 14, 9:00 am – 3:00 pm

Fox Cities Exhibition Center

355 W Lawrence St, Appleton

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

Appleton-Fox Cities Kiwanis

PO Box 62

Appleton WI 54912

P: 920/585-7769

F: 920/734-4219

Jean Long Manteufel

[Jean@LongMoving.com](mailto:Jean@LongMoving.com)

## 2018 Introduction to Exhibitors

**Goal:** Provide a **FREE** family event that is fun, educational and adventurous.

**Fun:** Interactive fun for children and parents. Activities such as face painting, inflatables, pictures with favorite costume characters, crafts, balloon animals, diaper derby, puppets, tot-zones, karate demonstrations, princesses and ongoing entertainment throughout the day.

**Education:** Exhibitors sharing products, services and information are required to have an engaging, interactive display or an activity making it fun for families to participate. There is a fee to exhibit. Examples: summer camps, schools, dentists, toy stores, clothing stores, strollers, music schools, martial arts schools. **There is a reduced rate for non-profits.**

**Adventure:** Examples might be fire trucks, games, YMCA camping experience, science projects, treasure hunt, crafts, obstacle course.

If you have any questions or would like more information, please contact one of the event co-chairs listed below.

**Paul Shrode**

Fox Cities Kiwanis

[shrode@fvtc.edu](mailto:shrode@fvtc.edu)

920/809-2872

715/942-1726

**Jean Long Manteufel**

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## 2018 Exhibitor Registration and Contract

BUSINESS NAME (AS WILL APPEAR IN EVENT PROGRAM AND ON SIGNAGE)

CONTACT NAME

E-MAIL ADDRESS (We communicate via e-mail)

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

What items, services or products will your business sample or exhibit? \_\_\_\_\_

What is the planned activity within your booth? \_\_\_\_\_

Exhibitor prices			
Package	Space description	2018 Exhibitor	Item Amount
Standard table	10' x 10' space	\$300	
Premium table	10' x 20' space	\$500	
Non Profits - ½ price	10' x 10' space	\$150	
Electricity	Electricity must be ordered	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$45
* Each standard pkg. includes one 8' table, 2 chairs, and program listing * Each premium pkg. includes two 8' tables, 4 chairs, and program listing * An event floor plan will be provided to all exhibitors once the layout has been completed			<b>Total:</b>

### General Release & Terms

**General Terms and Conditions:** By signing this agreement Vendor agrees to indemnify Fox Cities Kidz Expo, Appleton-Fox Cities Kiwanis, Fox Cities Exhibition Center, any sponsors of Fox Cities Kidz Expo, and their officers, employees, agents, representatives, and volunteers, and any organization involved with the production of Fox Cities Kidz Expo and will hold each of them harmless from any and all actions, damages, and claims, to persons or property, penalties, obligations, liabilities or attorney's fees that may be asserted or claims by any person, firm, entity, corporation, political subdivision or other organization arising out of any negligent or intentional tortuous acts, errors or omissions of vendor, its agents, employees, subcontractors, or invitees, provided for herein and arising out of the performance of this agreement.

**Payment Terms:** Non-refundable deposit of \$200 is due when contract is turned in to reserve booth space. Full balance is due by March 8, 2018. Failure to pay balance will result in loss of deposit and/or booth space.

**Acceptance:** Fox Cities Kiwanis reserves the right to alter or reject any application, which is not in keeping with Fox Cities Kidz Expo's theme and standards.

### Method of Payment: Payment to Appleton - Fox Cities Kiwanis, PO Box 62, Appleton WI 54912

Check Enclosed

I agree to the above terms and package price

Signature of Authorized representative

Date

Signature of Fox Cities Kidz Expo chair

Date

Office use only Rec'd by \_\_\_\_\_

Pd Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

Booth Assigned \_\_\_\_\_



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**Dear Fox Cities Kidz Expo Exhibitor,**

We are looking forward to seeing you at the 2018 Fox Cities Kidz Expo. Below are all of the particulars that you will need to know before the expo. You will be receiving your booth number by e-mail.

If you have any questions, please contact one of the event chairs: Paul Shrode, [shrode@fvtc.edu](mailto:shrode@fvtc.edu) work: 715/942-1726; cell: 920/809-2872; or Jean Long Manteufel, [Jean@LongMoving.com](mailto:Jean@LongMoving.com) 920/585-7769.

### Schedule

#### **Friday, April 13**

- 2 – 4 pm Exhibitors early load-in and set up

#### **Saturday, April 14**

- 6:30 – 8:30 am Exhibitors arrive and booth set up
- 9 am – 3 pm Expo open to the public
- 3 - 5 pm Exhibitors load out

### Details

**Move In:** You may enter Expo Center at any of the marked entrances and proceed to your booth location. Please remove your vehicle from the entrance area as soon as you are finished unloading. Please cooperate by moving your car to the parking lot and then returning to set up.

**Carts:** A limited number of carts are available for move in, but at busy times they may be in use. Please return carts to loading area as quickly as possible so they are available for the next person to use. You may also bring your own dollies/carts.

**Check In:** Exhibitors must check in with exhibit area personnel upon arrival.

**We provide:** For booth space – One 10' x 10' exhibitor space, one 8' table, two chairs

**Exhibitors provide:** Fun and interactive booth display open from 9 am – 3 pm on Saturday, labor for set-up and tear-down and labor to staff your booth during the event. Again, if you need ELECTRICITY or additional services, contact : Paul Shrode at [shrode@fvtc.edu](mailto:shrode@fvtc.edu) work: 715/942-1726; cell: 920/809-2872 or Jean Long Manteufel at [Jean@LongMoving.com](mailto:Jean@LongMoving.com) 920/585-7769

**Security:** We are not responsible for lost or stolen items at any time. The facility will be locked at night, but there is no further security of the area.



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### Rules and Regulations

**Tear down:** NO EARLY TEAR DOWNS!

#### **Exhibit Booth/Space Restrictions:**

The Fox Cities Kidz Expo follows standard industry rules regarding exhibits. This includes but is not limited to the specified rules below:

- You may not expand beyond your pre-determined space. This includes physical objects as well as audio infringement (e.g. loud music, shouting to customers).
- Booth may not have any object higher than 8' without prior approval.
- Booth may not block reasonable sight lines of another exhibitor. The last 3 feet of the sides closest to the aisle may be no taller than 4'.
- Care of building and equipment: Nothing may be affixed to any wall, ceiling or floor without the express written permission of the event chairs.
- Only one firm per booth (Note: add \$150 for additional firms)

**No Shows/Cancellations:** If space is cancelled 31, or more, days prior to the date of the event, there is no penalty. If cancelled 30 days or less prior to the event, no payment will be refunded. In the event the expo is cancelled for any reason whatsoever, the rental and lease of space to the exhibitor shall be terminated, in which case the limit of claim for damage and/or compensation shall be limited to half the cost of the booth rental.

**Food & Non-alcoholic Drinks:** Food giveaways should be fundamental to your display. All food/beverage samples MUST BE APPROVED by the event chair a minimum of THREE WEEKS PRIOR TO EVENT and approved/licensed with the Health Inspector.

Maximum portions allowable:

Beverage samples – 2 oz.

Solid food sample – not to exceed 2 oz

**Giveaways:** No helium balloons or stickers are allowed as giveaways, but can be used as décor.

**Payment Transactions:** You may not sell products or services at the event.

#### **Making the most of your expo experience:**

Create an experience! Fun and interactive displays attract more visitors and make your booth more memorable. Even an activity such as pick-a-duck or hop-scotch will bring people in long enough to talk to them. Remember, the parents will have kids with them and want them to be engaged.

Make an impact with giveaways. Share kid-friendly samples.