



**Exhibitor Registration**

OSF Women's Lifestyle Show  
Peoria Civic Center - Peoria, IL  
Saturday, October 27, 2018

Package Includes:

- 1- 10' x 10' booth space with 8' draping, (1) 8'tables, (2) chairs, wastebasket and company signage.
- Free advertisement on OWLS website w/ logo and information options.
- 4 exhibitor wristbands for staff – additional wristbands can be purchased for \$6 ea (a 40% savings).
- Company name listed in OSF Women's Lifestyle Show program (must be registered by September 15, 2018).
- Booth location within selected pavilion or general area (subject to availability)

**Pricing based on traffic & location:**    \$400    \$525    \$600

A \$100 non-refundable deposit **MUST** accompany each complete reservation form. Your booth will not be reserved until deposit is received. Account balance due no later than August 1, 2018. If payment is not received, your booth reservation will be forfeit.

NO refunds will be given after August 15, 2018.

Electricity, water, telephone and dedicated wi-fi services are **NOT** included in booth fees and must be arranged directly with Peoria Civic Center at the exhibitor's cost. Any fees and permits associated with food/beverage sampling are also the responsibility of the exhibitor. All food sampling must be approved through the Peoria Civic Center's in-house caterer prior to the show.

Please mark the number of booths desired in each pavilion:

Health & Wellness  
  Shopping  
  Fashion & Beauty  
  Home & Living  
 Bridal & Event  
  Culinary  
  50+ Fabulous  
  No Preference

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Business (as it appears on signage) \_\_\_\_\_

Describe your business \_\_\_\_\_

**\*\*By signing this contract, you are agreeing to the terms and conditions listed on the back of this document.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**By signing this contract, I agree that I understand the following:**

- This contract may NOT be canceled. If the exhibitor must cancel before August 15, 2018, the OSF Women's Lifestyle Show (OWLS) will retain 25% of my booth fee. No refunds will be given after August 15, 2018, even if I decide not to exhibit at the show. NO EXCEPTIONS. I also understand that the OWLS promoters have complete discretion in the acceptance of this registration. The promoters will notify me as to my acceptance and will issue me a complete refund should they decline to have me participate in this year's show.
- The OWLS makes NO guarantees regarding exhibitor/business/company exclusivity and does allow more than one representative of the same business to participate in the show. Observance of the rules and regulations regarding the participation of more than one representative from the same company/business at the OWLS is the responsibility of the exhibitor/company representative, and the OWLS is not liable for the failure of any exhibitor to comply with those rules/regulations.
- Exhibitors MUST REMAIN IN THEIR BOOTH AREA while marketing their business and speaking to attendees at the show. Solicitation of attendees outside of the exhibitor's booth space, including but not limited to passing out samples/flyers/coupons, contest/giveaway signup, gathering attendee contact information, promoting booth activities, etc., is NOT allowed and will result in the exhibitor being asked to leave the show with NO refund of the booth fee.
- Wristbands are only for the use of booth staff.
- In regards to local, County, State, Federal law: Exhibitor understands that he/she is responsible for all products sold and that certain city, county, state and federal restrictions may apply to the possession and/or sale of certain products. Exhibitor is responsible to comply with these restrictions at all times and takes sole responsibility to be aware of all such restrictions and laws.
- Each exhibitor booth is limited to ONE specific business. This rule applies to, but is not limited to: home based businesses, retail establishments, restaurants, medical and legal professionals, and service businesses. Two different businesses cannot share a booth, regardless of ownership. For example, a person that has a retail business and also has a home-based business may not put both businesses in the same booth. Two or more representatives of the SAME BUSINESS or organization may join together to man a booth.
- Exhibitors may, if they like, promote a charity or non-profit.
- It is important to be specific when describing your business' activity on this form.
- Exhibitor agrees they will participate in the exhibit hours stated on this contract with NO exceptions. Exhibitors may not break down their booth and/or leave the show prior to 2:45 pm on show day.
- All exhibitors must move in their booth materials on the scheduled move-in day on Friday, October 26, 2018, from 9 am – 4 pm. Failure to follow these guidelines may result in a fine.
- The exhibitor is responsible for all additional fees that may be required for the booth space, including, but not limited to food/beverage sampling fees through Centerplate; electrical, internet, water, audiovisual equipment and/or phone line fees through the Peoria Civic Center; and rental fees for additional booth items through Peoria Flag and Decorating. All additional amenities needed must be arranged a minimum of 14 business days prior to the event.
- There are NO exceptions to these restrictions without prior expressed written consent of the OWLS. Failure to comply with these guidelines will result in losing your booth or being asked to leave the show with NO refund.

**OSF Women's Lifestyle Show**  
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