



KIDS & FAMILY EXPO

2024 Registration Packet

Saturday, March 16
10:00a-3:00p
RecPlex Fieldhouse

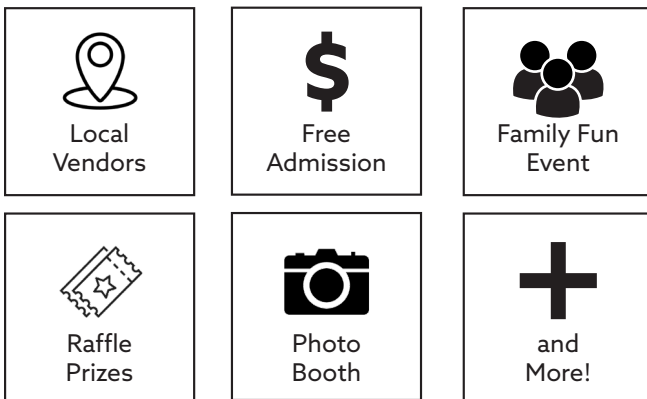
About the Event

Our Annual Kids & Family Expo on Saturday, March 16, 2024 is our area's premier event for children & families. This exciting expo combines fun activities for kids with excellent retailing & exposure opportunities for your business.

This one day expo targets families with children between the ages of 2-14. These typically are consumers with higher discretionary income. Many families that will be attending our Kids Expo have been involved with, or are interested in, our Summer Camp programs.

Our Kids Expo will also be marketed to the 15,000 RecPlex member base in addition to an extensive advertising & media campaign to southeastern Wisconsin & Northern Illinois.

We look forward to a great Expo!
Don't miss this opportunity to showcase your business to thousands of area families!



Interested in a booth?

Review the following pages for more information about our Kids & Family Expo.

The Registration Form (end of packet) must be completed and returned to Nick:
nadams@pleasantprairiewi.gov



9900 Terwall Terrace, Pleasant Prairie, WI 53158

262.947.0437 • recplexonline.com



KIDS & FAMILY EXPO BOOTH OPTIONS

Booth Options

Deluxe Corner

\$300:

"L" corner space with electric service, 10' high fabric draped back wall, two 8' skirted tables and two chairs.

Premium

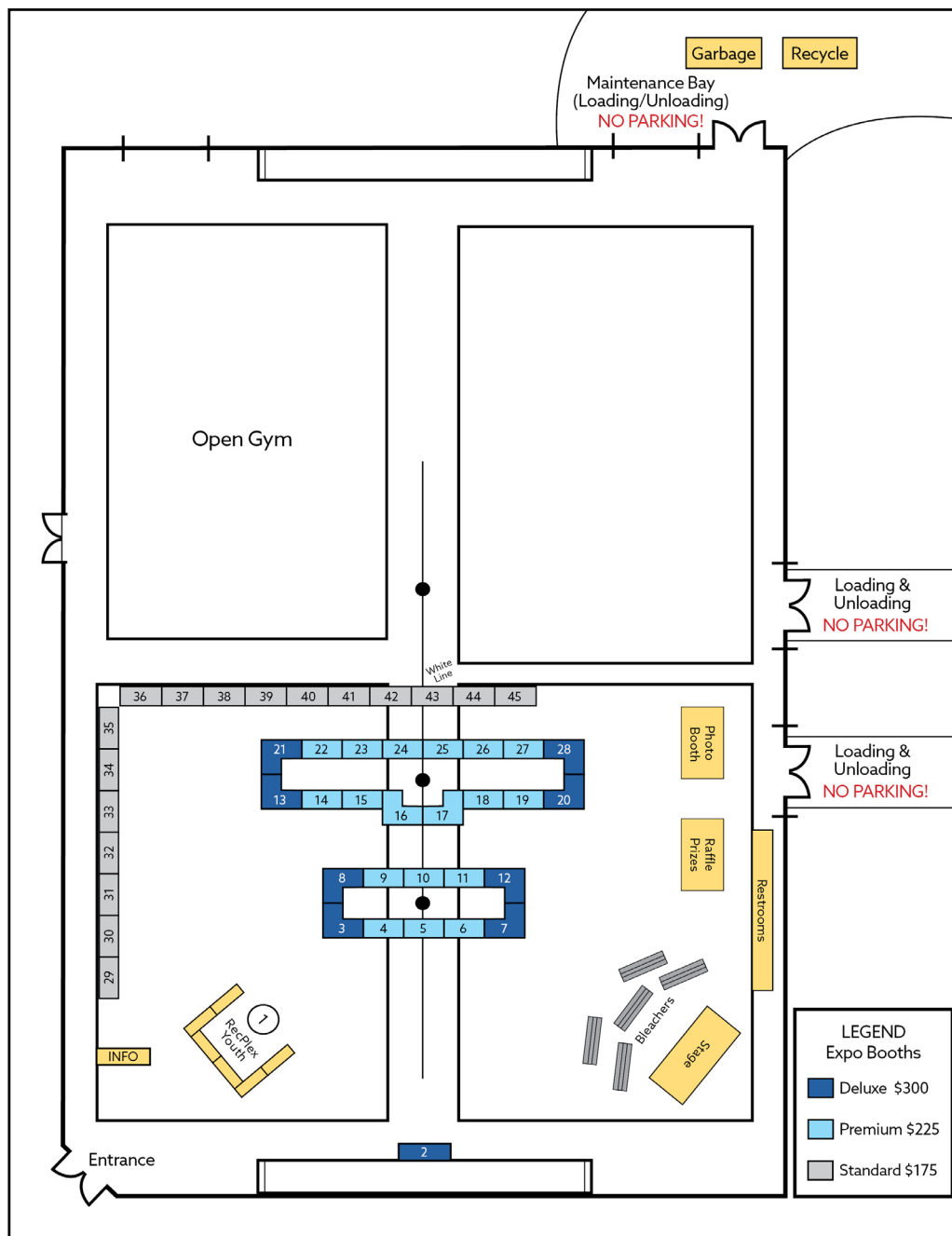
\$225:

10'x10' space with electric service, 10' high fabric draped back wall, one 8' skirted table and two chairs.

Standard

\$175:

10'x10' space with no electric service, 10' high fabric draped back wall, one 8' skirted table and two chairs.



Interested in being a Food Vendor?

Contact Nick for more information: nadams@pleasantprairiewi.gov

Booth Sponsorship

All booths include the ability to demonstrate, sell products, distribute info, build customers, make new contacts, test new products & create brand awareness in your booth area. Your company name will also be featured on our website.

KIDS & FAMILY EXPO FAQs

Who will attend the Kids Expo?

Parents with children between 2 and 14 who are interested in healthy activities, products and services for their children.

What are my booth restrictions?

Premium and Standard booths include one 8' table and either 3' or 4' of space behind each table. Deluxe corner booths provide two 8' tables and additional space. Use of booth space is defined further in the Terms & Conditions form.

Can I drive to the dock to unload my booth equipment and again when the Expo is over?

Yes, but special arrangements need to be made. Contact Nick at nadams@pleasantprairiewi.gov to arrange your unload time.

What are my signage restrictions?

Booths will have an 10' fabric back wall at the back of the booth. Exhibitors will be allowed to either tape or pin supplied signage to the back wall. Signage to be attached CANNOT BE MORE THAN 8' IN WIDTH, OR WEIGH MORE THAN 1LB. Any signage not meeting these requirements must be free standing.

When is booth set up and booth take down?

Booth set up will take place on day of event between 7:00-9:45a. If you require access to our loading dock, you will need to contact nadams@pleasantprairiewi.gov for info. A limited number of dollies will be available for exhibitors use. Booth take down begins on day of event at 3p. All exhibits must be removed by 6p.

What are my responsibilities at Kids Expo?

Setting up your booth before the show opens on day of event by 9:45a and tearing down your booth no earlier than 3p. Staffing your booth at all times during show hours is required. Other requirements are indicated in the Terms & Conditions form.

Where do I park?

Exhibitors will be required to park in designated parking spaces on Terwall Terrace or Park & Ride Lot, located south of RecPlex. Temporary parking for unloading/loading exhibit material will be before 9a and after 3p.

I understand there is a Demonstration Stage. How can I be involved?

The Demonstration Stage will be located in the RecPlex fieldhouse. The Kids Expo is allowing selected businesses to demonstrate products or services that have interest to the Expo participants.

How can I get help at the Expo if I have a question, if issues arise, etc.?

You can visit the information table located at the entrance of the fieldhouse.

How can I register for the Expo?

Simply complete the attached Application & Contract form and mail completed form with check to Kids Expo, 9900 Terwall Terrace, Pleasant Prairie, WI 53158 or email your completed Application & Contract form to nadams@pleasantprairiewi.gov. Once form is processed, we will contact you to collect payment.

KIDS & FAMILY EXPO TERMS & CONDITIONS

Eligible Exhibits and Exhibitors - Eligible exhibitors are companies that produce or sell goods and services directed towards children and families. The RecPlex reserves the right to reject applications that, in the sole opinion of the organizers, are not in alignment with the expo philosophy or are considered direct competition with the businesses of RecPlex.

Payment for Space - Full payment must be received with the registration form. No refunds will be made and exhibitor is responsible for the total balance of the booth agreement as outlined. All exhibit space money shall be retained by the RecPlex in the event the Exhibitor fails to fulfill or violates contract or withdraws from the Expo, and the parties hereto shall have no further liability to one another. All uncollectible checks will be subject to a \$25 service charge.

Exhibit Space Occupancy - Hours for installing, occupying and dismantling exhibits shall be those specified by organizer. Any space not claimed and occupied by two hours into the Expo may be reassigned without refund. All exhibits must be "manned" during the Expo hours of 10:00a to 3:00p. The exhibitor expressly agrees not to dismantle their exhibit or do any packing before the closing hour of the Expo. Goods must be packed for removal by the exhibitor immediately following the close of the Expo. The deadline for removal of all displays or materials is 6:00PM on day of event. At that time, all exhibitor displays or materials left in the facility without instructions will be packed and shipped at the discretion of the RecPlex, and all charges will be applied to the exhibitor.

Conflicting Events During Expo Hours - The exhibitor shall not extend invitations, call meetings, hold press events or otherwise encourage absence of visitors/attendees from the exhibit area during the hours of the Expo without express consent from the Kids & Family Expo management.

Cancellation or Change of Exhibition Venue or Date - If the premises in which the Kids & Family Expo is conducted become unfit for occupancy or substantially interfered with due to any cause not within the control of Kids & Family Expo management, the Expo may (at the sole discretion of Kids & Family Expo management) be cancelled, relocated, or delayed. Exhibitor understands and acknowledges that Kids & Family Expo shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising out of causes not reasonably within the control of Kids & Family Expo including without limitation, fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, government restraints, act of public enemy or civil disturbance, impairment, or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, municipal, provincial, or federal laws, or acts of God. Should Kids & Family Expo cancel, elate, and/or delay the Expo pursuant to any of the foregoing, Exhibitor hereby waives any and all claims for injury, loss, or damage arising there from.

Liability - The RecPlex cannot or will not be responsible for damage to, loss, or theft of property belonging to any exhibitor, his agent, employees, business invitees, visitors, or guests. Nor can or will RecPlex be responsible for injury caused to any attendee, worker, or exhibitor caused by negligence on the part of the exhibitor. Each exhibitor is expected to carry his/her own appropriate insurance. The exhibitor shall protect, save, and hold RecPlex forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, except for any damages or charges directly caused by the negligence of any of the foregoing indemnified person or entities, as well as to strictly comply with the applicable terms and conditions contained in this agreement; and further, the exhibitor shall at all times protect, indemnify, save and hold harmless RecPlex against and from any and all losses, costs (including attorney's fees), damage, liability, or expenses arising from or out of or by reason of an accident or bodily injury or other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exposition premises or a part thereof, except for those matters directly caused by the negligence of the foregoing indemnified persons or entities.

Damage to Property - The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to other exhibitor's property. The exhibitor may not mark, tack, make holes, and apply paint, lacquer, adhesives or other coatings to building columns, walls and floors or to standard booth equipment.

Trademark Restrictions - Exhibitors are not allowed to display or sell trademarked or licensed product from their booth without the explicit permission of the trademark and/or license holder. This includes any "knock off" merchandise - product with an appearance very similar to that of trademarked or licensed product. If the exhibitor does not conform to the rule, they are liable to the full extent of the law.

Assignment of Exhibit Space - No space will be assigned until the RecPlex receives a completed application and booth payment. Whenever possible, space assignments will be made in keeping with the preferences as to specific booth number by the exhibitor. In the event two or more businesses request the same space, the application with the earliest date received will be considered first. RecPlex and Kids & Family Expo management reserves the right to make the final determination of all space assignments in the best interest of the expo. RecPlex may alter the location of exhibit spaces, at its sole discretion, in the best interest of the expo.

Exhibitor Admittance During Non-Expo Hours - Booth personnel will have access to the exhibit areas from 7:00AM to 6:00PM on day of event and by special arrangement outside of those hours. Please contact Nick at nadams@pleasantprairiewi.gov to make special arrangements if required.

Amendment of Rules - The Kids & Family Expo management and RecPlex reserves the right to make changes, amendments and additions to these rules at any time and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by the Kids & Family Expo management.

Laws Applicable - This contract shall be governed by the laws of the State of Wisconsin. Exhibitor agrees to abide by the rules and regulations of the RecPlex and the Village of Pleasant Prairie, WI.

KIDS & FAMILY EXPO REGISTRATION FORM

Complete and return this Applications & Contract form for the 2024 Kids & Family Expo. RecPlex Staff will contact you for payment.

Company Info

EXHIBITING COMPANY NAME (PLEASE PRINT)

ADDRESS

SUITE

CITY

STATE

ZIP CODE

WEBSITE ADDRESS

KEY CONTACT PERSON

KEY CONTACT EMAIL

KEY CONTACT PHONE

RAFFLE PRIZE DONATION (REQUIRED)

EXHIBITOR DESCRIPTION FOR EVENT GUIDE
(50 WORDS OR LESS) (REQUIRED)

Agreement

I hereby declare that I have read, understood, and agree to abide by the terms and conditions in the accompanying document.

NAME (PLEASE PRINT):

SIGNATURE:

DATE:

Booth Selection *(Assigned upon full payment.)*

BOOTH CONFIGURATION CHOICE:

DELUXE CORNER: \$300 ☐

PREMIUM: \$225 ☐

STANDARD: \$175 ☐

BOOTH LOCATION CHOICE:

1ST CHOICE:

2ND CHOICE:

3RD CHOICE:

BOOTH OPTIONS (Check is applicable):

EXTRA CHAIRS: *(per chair)* \$5 ☐

EVENT GOODIE BAG INSERT \$75 ☐

(Includes inserting one 8.5" x 11" coupon, info or incentive sheet into our day-of-event Expo Goodie Bag. Any printing, folding or delivery costs are the responsibility of the Expo participant. 1,000 printed inserts must be received by March 5, 2024 at RecPlex. Please mark box/boxes Expo Insert.)

INTERESTED IN DEMO STAGE? YES ☐

Booth Payment Info

(RecPlex Staff will contact you for payment once forms are processed.)

Complete this Application & Contract form.
Form must be returned via email.

Email: Nick
nadams@pleasantprairiewi.gov

PAYMENT METHOD:

☐ CHECK #

☐ CREDIT CARD

FEES:

EXHIBIT SPACE \$

BOOTH OPTIONS \$

TOTAL COST \$

MARKET VENDOR REGISTRATION FORM

Complete and return this Applications & Contract form for the 2024 RecPlex Market Vendor. RecPlex Staff will contact you for payment.

Company Info

NAME (PLEASE PRINT) _____

ADDRESS _____ SUITE _____

CITY _____ STATE _____ ZIP CODE _____

WEBSITE ADDRESS (IF APPLICABLE) _____

KEY CONTACT PERSON _____

KEY CONTACT EMAIL _____ KEY CONTACT PHONE _____

PRODUCT BEING SOLD _____

Booth Selection

MARKET VENDOR CHOICES:

REGISTRATION: \$40 ☐

TABLE: \$15 ☐

CHAIR (EACH): \$5 ☐

Please Note: Vendors can bring their own table, chairs and display for their booth.

Booth Payment Info

(RecPlex Staff will contact you for payment once forms are processed.)

Complete this Application & Contract form. Form must be returned via email.

Email: Nick: nadams@pleasantprairiewi.gov

PAYMENT METHOD:

☐ CHECK _____

☐ CREDIT CARD

Agreement

NAME (PLEASE PRINT): _____

SIGNATURE: _____

DATE: _____



9900 Terwall Terrace, Pleasant Prairie, WI 53158

262.947.0437 • recplexonline.com



FOOD VENDOR REGISTRATION FORM

Complete and return this Applications & Contract form for the 2024 RecPlex Kids & Family Expo - Food Vendor. RecPlex Staff will contact you for payment.

Company Info

NAME (PLEASE PRINT)

ADDRESS

SUITE

CITY

STATE

ZIP CODE

WEBSITE ADDRESS (IF APPLICABLE)

KEY CONTACT PERSON

KEY CONTACT EMAIL

KEY CONTACT PHONE

PRODUCT BEING SOLD

Booth Selection

FOOD VENDOR CHOICES:

REGISTRATION: \$100 ☐

Booth Payment Info

(RecPlex Staff will contact you for payment once forms are processed.)

Complete this Application & Contract form.
Form must be returned via email.

Email: Nick: nadams@pleasantprairiewi.gov

PAYMENT METHOD:

☐ CHECK _____

☐ CREDIT CARD

Agreement

NAME (PLEASE PRINT): _____

SIGNATURE: _____

DATE: _____



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