



15th Annual Council Bluffs Home Improvement & Landscape Show

APPLICATION FOR EXHIBIT SPACE

Company Name: _____

Address: _____

City, State, Zip: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Booth Location: Exhibit Hall (A & Oversize Booths) Ballroom (C Booths)
 Prefunction (L & M Booths)

Desired Booth Location: _____ (list booth number(s) here) *2016 Exhibitors receive first right of refusal on booth location as long as application and booth deposit received by January 27, 2017. Other booths assigned on a first come, first serve basis.*

Number of People Expected to Work Booth _____

Total Space Cost: \$ _____

FEES AND PAYMENTS

Total Space Cost: \$ _____

Electrical: \$ _____

Total Amount Due: \$ _____

Please remit 50% deposit with application. Payments made be made by check, money order, or by credit card. Make checks payable to: **RKC Productions, LLC.**

Application and 50% deposit due no later than **January 27, 2017**

Balance due no later than **February 24, 2017**

Final payments not made by February 24, 2017 may forfeit space.

ELECTRICAL NEEDS:

_____ 120V, 20 amp \$50

_____ 208V, single phase \$75

Total Amt: \$ _____

All booths will be provided with an 8' rear curtain and 3' side curtains.

A decorator will be on-site to assist with rental of tables/chairs/carpet, etc. An order form will be sent with confirmation of booth rental.

FOR OFFICE USE ONLY

Date Application Received _____

Booth Number Assigned _____

Date Approved _____

50% Deposit Enclosed _____

Balance Paid in Full _____

Approved Initials _____

15TH ANNUAL COUNCIL BLUFFS HOME IMPROVEMENT AND LANDSCAPE SHOW MARCH 17-19, 2017

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2017 BOOTH RATES

	10x10	extra 10'
Exhibit Hall (A Booths)	\$595	\$425
Exhibit Hall (Oversize Booth)	TBD by sq. footage	
Ballroom (C Booths)	\$500	\$400
Prefunction (L & M Booths)	\$500	\$400

50% booth deposit due with application

(Prices Include 8' tall back drape and 3' tall side drapes)
Ballroom and Prefunction booths are fully carpeted. Maximum access clearance is 7' wide x 7'8" wide

CBBTA DISCOUNT

Current and new members of the Council Bluffs Building Trades Association will receive \$50 off a single booth and \$20 off additional space with a maximum \$150 discount. Membership will be verified with organization.

ELECTRICAL/INTERNET

120V, 20 amp duplex	\$50.00
208V, single phase	\$75.00

Please include payment with your application



Rita Clark, President
(402) 302-1752
ritaclark@rkcevents.com

IMPORTANT TIMES TO REMEMBER:

Move In: You will receive your move-in date with your acceptance letter and credentials

Show Hours:

03/17 3pm - 9 pm
03/18 10 am - 8 pm
03/19 11 am - 4 pm

Move Out: 03/19 4pm - 9 pm or 03/20 7:30 am - 12 noon