

# ASSEMBLY REQUIRED

IOWA G.I. JOE CONVENTION

FRIDAY, NOVEMBER 8, 2024 | 4pm - 7pm  
SATURDAY, NOVEMBER 9, 2024 | 9am - 6pm  
Hy-Vee Hall | Iowa Event Center  
730 3rd Street, Des Moines, Iowa 50309

COMPANY NAME (This is how we will list your name on any promotions):

DESCRIPTION OF WHAT PRODUCT YOUR SELLING

PRIMARY CONTACT PERSON:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

Prior to payment, please contact Dak at [dak@codenameiowa.com](mailto:dak@codenameiowa.com) with regards to space availability. Once preliminary information is discussed, payment is made, a reservation is secured by filling out the following.

PLEASE RESERVE AN EXHIBIT SPACE WITH: (check one)

- One (1) Booth \$130  
8' x 8' space
- Two (2) Booth \$235  
8' x 16' space
- Three (3) Booth \$315  
8' x 24'
- Artist Table \$100  
6' table

- A non-refundable deposit of \$50 for each booth space is included in the overall cost listed above.
- Additional booth space must be discussed in advance and is subject to availability. A quoted price will be discussed at that time.
- Each booth space includes one (1) 8 foot table (covered/skirted) and two (2) chairs. If an additional table will be needed within the allotted booth area, please notify Dak ([dak@codenameiowa.com](mailto:dak@codenameiowa.com)) and be aware that a \$40 added charge will be required.
- If electricity will be needed, please indicate that via email. A link will be provided to the venue's online portal link prior to the event.

PLEASE LIST ANY SPECIAL REQUESTS: \_\_\_\_\_

(We will try to accommodate as many special requests as possible, but nothing is guaranteed.)

Attempts will be made to accommodate special requests whenever possible. However, Code Name: Iowa staff (henceforth to be referred to as CN:I) makes no guarantee that all special requests will be satisfied.

Please include the SIGNED dealer contract with your payment to reserve your space.

TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_

Payments can be made via PayPal to [hq@codenameiowa.com](mailto:hq@codenameiowa.com)

A copy of this completed agreement along with any other additional information will be included in the Assembly Required 2024 Vendor Information Packet, which will be made available to all vendors upon completion of registration.

Please read the following in full:

- 1. TERMS OF PAYMENT: Booth rental will be reserved only after signed contract & full payment have been received. Vendor may pay this amount by PayPal at the above stated address. Alternate payment options can be requested on a case-by-case basis.
  - No vendor will be allowed to enter the facility to set up their booth if payment has not been made in full.
  - A refund, minus the deposit, will only be given if the vendor should cancel before Friday October 11th, 2024. If the vendor cancels after this date a refund will not be processed.
  
- 2. EXHIBIT GUIDELINES: Vendors are asked to contact Dak (dak@codenameiowa.com) in advance to discuss any and all booth specifics whenever necessary.
  - CN:I asks that all vendors have at least some focus on G.I. Joe related or compatible product.
  - No exhibit shall interfere with the orderly operation of adjacent exhibits. Music, special effects and other sound or entertainment are prohibited without prior approval by CN:I.
  - Each exhibit is entitled to a reasonable line of sight from aisle regardless of the exhibit size. Exposed back or sides of booths must be properly draped or finished with no signage, so that it will not interfere with adjoining booths.
  - Company signage within the booth shall not exceed allotted space. Any exceeding allotment must be approved by CN:I in advance or face removal.
  - Booths may not display or disperse any business information other than that of the vendor without consulting with CN:I first. Vendors may not hand out promotional materials outside their booth space or spaces, in the aisles or at the door without prior approval.
  - Outside vendors are prohibited from promoting their business to vendors or attendees without prior approval from CN:I. No exhibit space shall be offered for use or sublet by a vendor without the prior consent of CN:I.
  - There will be no more than one business per booth rental. If two or more businesses wish to be adjacent to one another, this can be requested in the "SPECIAL REQUESTS OR CONSIDERATIONS" portion of this form to be further discussed and determined on a case-by-case basis, and at the sole discretion of CN:I. This includes separate businesses owned by the same entity. The number of booth spaces will be limited to 3 per business entity/owner unless discussed in detail and provided with a quote prior to Friday October 11th, 2024.
  - All decisions pertaining to use and occupancy of space are within the sole discretion of CN:I, who reserves the right to refuse any vendor's contract.
  - WITHOUT EXCEPTION is any exhibit to be dismantled or removed prior to the conclusion of the grand prize giveaways which take place at the end of the event.
  
- 3. ELECTRICAL & INTERNET SERVICE: If electricity is needed, you may indicate that prior to the event via the venue's online portal (as noted previously). Electrical outlets may be interspersed on the showfloor, but use of this must be discussed with a member of CN:I prior to the event.
  - Vendors are responsible for any and all electrical cords & power strips. Internet service will be available at the event via public WiFi. For further details please inquire in advance. Telephone lines will not be available.
  
- 4. LIABILITY/HEALTH & SAFETY: CN:I and associated agents/volunteers shall not be liable for loss or damage of venue's property or injury due to theft, fire, accidents, or other causes.
  - It is recommended that the vendors carry liability insurance providing coverage for their area of the show. The vendor's booth is an extension of their company, and as such they should have liability protection.
  - Vendor is responsible for any employees or subcontractors that may be helping in their booth, or for any visitors in the booth, in the event of an injury.
  - It is recommended that Vendors carry vehicle liability insurance for any vehicle that is brought onto the facility premises.
  - Vendors must keep aisles and direct paths to emergency exits clear and abide by all state and city fire codes.
  - Smoking is prohibited except only in properly designated exterior areas. Explosives/illegal substances are NOT permitted on the premises.
  
- 5. THEMING: Vendor agrees that the purpose of exhibit space is for the positive promotion of their products or services. All vendors are asked to have at least some focus on G.I. Joe related or compatible product.

CN:I reserves the the right to the following:

- (A) rearrange floor plans, relocate exhibits, or both as CN:I deems necessary.
- (B) prohibit or remove any exhibit which, in the opinion of CN:I, detracts from the general character of the exhibition including persons, conduct, language and materials. In the event of such restriction, removal, prohibition and/or eviction, CN:I shall not be liable for any refunds, other exhibit expenses or any other sums of money by way of damages or otherwise.
- (C) remove any person or entity not properly observing and abiding by the guidelines stated herein.

\*All decisions pertaining to use and occupancy of space are within the sole discretion of CN:I, who reserves the right to refuse any vendor's contract.\*

I, the undersigned, have read, understood, and agree to the entirety of the preceding vendor contract/payment terms and I fully understand the duties to which I am agreeing and signing.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE TITLE