



Urban Expo 2024
America's Center
701 Convention Plaza
St. Louis, Missouri 63101

Mail Application & Booth Rental Fee to:

Urban League of Metropolitan St. Louis, Special Events, 1408 N. Kingshighway Blvd., St. Louis, Missouri 63113
(314) 615-3668 office (314) 531-4849 fax | www.ulstl.com

Let us know what you are applying for:

- Hiring Event – July 19, 2024 (10am-6pm)
- Urban Expo Only – July 20, 2024 (10am-6pm)
- Hiring Event Sponsorship Opportunity
- Urban Expo Sponsorship Opportunity

Company Name: _____

(To appear on exhibit ID sign; company name only, PLEASE type or print clearly)

Purchasing or Main Contact: _____

Exhibit Contact Person: (If different) _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____

Telephone #: _____ **Fax #:** _____

Website: _____

Check which applies to your entity:

- Small Business
- Non-Profit
- Government
- Automotive
- Other: _____
- Minority Owned Business
- Educational
- Corporation
- Health Related Service



**Urban Expo 2024
Exhibit Booth Application
July 20, 2024
America's Center, 701 Convention Plaza | St. Louis, Missouri 63101**

BOOTH DETAILS

| | |
|--|---|
| Urban Expo RBC Hiring Event Booth Information | RBC HIRING EVENT MARKETING PACKAGE (OPTIONAL) <i>\$2,000 – Includes radio, print & social media marketing of your company logo, mentions, positions & more associated with the Urban Expo RBC Hiring Event.</i> |
| 1 Table/2 Chairs FREE | <input type="checkbox"/> We would like to <u>opt-in</u> the marketing package for \$2,000. <input type="checkbox"/> We would like to <u>opt-out</u> of the marketing package. |

of Positions: _____ **Pay Range:** _____

What types of positions will you be hiring for? _____

Will you be conducting interviews on the spot? Yes No

Will you be able to hire on the spot? Yes No

| Urban Expo Exhibit Booth Rental Information | | | |
|---|-------|----------------------------|--------|
| BOOTH TYPE | FEE | BOOTH TYPE | FEE |
| Small Bus/Minority Owned Business | \$350 | Government (10x10) | \$550 |
| Non-Profit (10x10) | \$350 | Corporation (10x10) | \$1200 |
| Urban Expo Health Fair (10x10) | \$350 | Automotive (1 car – 10x30) | \$1400 |
| <i>*Corner booths add \$100.00. For more information, please visit www.ulstl.com</i> | | | |

Please list the products/services you will be exhibiting, including produce brand name in this space. *Only products/services listed on this application and pre-approved by show management will be allowed to be exhibited in the Urban Expo.*

| Sponsorship Levels | |
|---------------------------------------|---|
| SPONSORSHIP LEVEL | DETAILS |
| Chairman's Level \$50,000+ | One 30x30 Pavilion with overhead banner at event, 24 Sponsor Badges, Logo inclusion in all pre-event materials to include broadcast, print, digital, flyers, & posters, Custom ad schedule amplifying your leadership position as sponsor of the event on television and radio, one table at the Urban League Hiring Event on July 19th, Inclusion as sponsor on Video Screen at event. |
| President's Level \$25,000 | One 20x20 Pavilion with overhead banner at event, 16 Sponsor Badges, Logo inclusion in broadcast & printed materials as sponsor, 30 second spot that will air on the Video Screen at event. |
| Advocate's Level \$15,000 | Three 10x10 booths, 12 Sponsor Badges, Logo inclusion in broadcast & printed materials as sponsor, Inclusion as sponsor on Video Screen at event. |
| Supporter's Level \$7,500 | Two 10x10 booths, 8 Sponsor Badges, Logo inclusion in printed materials as sponsor, Inclusion as sponsor on Video Screen at event. |
| Friend's Level \$4,000 | One 10x10 booth, 4 Sponsor Badges Logo inclusion as sponsor on Urban Expo Printed Materials |

Urban Expo Exhibit Space Details

Number of Booths: _____ Booth Size: _____ Additional Badges _____ @ \$5 per = \$ Total _____

Do you prefer a corner booth? _____ Yes (additional \$100.00) _____ No

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Move In: Friday, July 19, 2024, 8a.m. to 4:30p.m. Saturday July 20TH move-ins are LATE. All Saturday MOVE-IN'S will be charged a late fee of **\$150**. Saturday LATE move-in time is **7am-9am**. Urban Expo will pay for hand carry or push-cart move-in on Friday, July 19th, 2024 only until 4:30pm. Exhibitor badges must be collected by a representative on move-in day and distributed to anyone working in your booth before the Urban Expo 2024 doors open.

Urban Expo Hours: Saturday, July 20, 2024 - 10am to 6pm

Move Out: Saturday, July 20, 2024 6:00pm – 9:00pm and Monday, July 22, 2024 8:00am to 11am.

Telephone / Internet / Wi-Fi Service: Not included in the exhibit booth fee. Booth locations are subject to availability.

Booths Include: Two chairs, one skirted table, and a 7' x 44" sign with your company's name. All booths have 3-foot-high side draping and 8-foot-high back draping. Standard Electricity is included in the booth rental fee.

Additional booths are not discounted. Corner booths cost an additional \$100. Booth rental does include electricity, but it must be requested at the time of booth application. All exhibits must be professional in appearance. No handwritten signs are permitted. Storage boxes must be hidden and exhibit personnel should always be present during the Expo. All exhibits must be setup and ready for business one hour prior to Show start time. Show Management reserves the right to close exhibits for non-compliance. Urban Expo is not responsible for any items that are missing or stolen from exhibit/exhibitor. This includes move-in and move-out. **Exhibitor Move-in is Friday, July 19th, 2024, 8am to 4:30pm.** Urban Expo will pay for hand-carry or pushcart move-in on **FRIDAY ONLY. Saturday, July 20th move-ins are LATE. ALL SATURDAY MOVE-INS WILL BE CHARGED A LATE FEE OF \$150 (Paid to Urban Expo at the time of move-in by guaranteed funds to include certified check, money order or cash).** Any applicable move-in fees (above and beyond the late fee) for Saturday move-ins will be the responsibility of the exhibitor and assessed by and paid directly to the show decorator. **No Helium balloons or tanks are allowed in America's Center. The operation of any audio equipment at sufficient volume that is annoying to neighboring exhibitors is prohibited. Public address systems used to attract the attention of attendees will not be permitted.** Any cloth used as part of an exhibit must be made of flame-retardant material. Violation of any of these rules shall be grounds for eviction from the Expo without refund of booth fee or deposit. **Receipt of executed exhibit contract AND PAYMENT confirms your registration. Full booth payment or at least a minimum of 50% deposit must be forwarded with application. Final payment must be received prior to moving into your booth at the convention center. We recommend that you make full payment with application. No refunds will be made for booth rental cancellations. All booth purchases are final, non-refundable, and non-transferable.** Make check, cashier's check, or money order payable to URBAN EXPO c/o Urban League of Metropolitan St. Louis. I have read and agree to all terms stated above. **Food vendors may be subject to additional fees and requirements.**

Authorized Rep: (Signature) _____

Authorized Rep: (Print) _____

Date: _____ Phone # _____ Email: _____



Mail Application and Booth Payment to:

Urban League of Metropolitan St. Louis, Special Events, 1408 N. Kingshighway Blvd., St. Louis, Missouri 63113

Method of Payment: Please check

Check _____ Cashier's Check _____ Money Order _____ Credit Card _____ Total Amount _____

Circle One: Visa/MasterCard/AMEX Credit Card# _____ Exp. Date _____ Sec. Code _____