



2020 Bloomington Music Expo Rules, Terms & Conditions

BOOTH SPACE - each booth is 10-ft deep by 10-ft wide. Booth location will be assigned by Bloomington Music Expo. Booths includes one 8-ft long table, two chairs and a trash can. Electricity is available with your booth rental. Extension cords are not provided. Free wireless internet is available in the Convention Center.

Two Bloomington Music Expo Vendor badges per vendor will be issued at check-in. Vendor badges must be worn for admission and during expo hours. Vendor must supervise children under 18 assisting with vendor booth. No pets allowed, certified service animals permitted.

No booth sharing or sub-leasing of any booth space is authorized. All booth space must be contracted with the Bloomington Music Expo. Each vendor is responsible for collecting and remitting applicable sales taxes and filing their own sales tax forms.

BOOTH SET-UP AND TAKE DOWN - we understand that vending is hard work and we try to make move-in as smooth as possible. There is a loading dock but it can get crowded. There are multiple other easily accessible entry points to the Convention Center for load in. We will have a few carts available to help and for sharing among vendors. The Convention Center is a small two-story facility with an escalator and elevator. The expo is taking place on the upper floor. Please give yourself plenty of time for set up. Vendor cooperation assures an easier time for all.

It is not mandatory but we are inviting all vendors to arrive on Friday, February 7 to set up your booth between 5:00-10:00 PM. The Convention Center will be secured and closed at 10:00 PM on Friday. All times are Eastern Standard Time. A discounted hotel will be available for vendors. More information about this will be coming soon. E-mail mike@visitbloomington.com for hotel information.

Vendor booths must be set up and ready for event opening by 9:00 AM on Saturday, February 8. The Convention Center will open at 7:00 AM on Saturday for vendors that did not set up on Friday.

Please indicate your estimated arrival day and time on the contract. We will follow up with you via e-mail to confirm and share more details. All vendors must be moved out of the Monroe Convention Center by 7:00 PM on Saturday, February 8, 2020.

Please remember that during show hours all merchandise, equipment, personnel and/or all other materials, i.e., chairs, etc., must be kept within the perimeter of your booth space and aisles must be kept clear.

SHOW/VENDOR HOURS – Saturday, February 8, 2020 – 10:00 AM to 4:00 PM. These are the main expo hours open to the public. Retail sales, entertainment, art show, food and drink will be available.

SECURITY – Monroe Convention Center has a security and sprinkler system.

EMERGENCIES – if a medical emergency with a visitor to the expo happens near your booth, please go ahead without delay and dial 911, then alert staff.

CANCELLATION – Bloomington Music Expo will take place regardless of weather. Please cancel your booth prior to January 10, 2020 to receive a full refund. Cancellation after January 10, 2020 will not receive a refund.



EXIT DOORS - exit doors must be kept free and clear at all times. Non-emergency entry and exit in the Monroe Convention Center must take place through the front doors near the escalator.

DIRECTIONS - from I69/Hwy 37 in Bloomington, Indiana, take the Highway 45N/46E exit. Turn right onto North College Avenue. College Avenue runs one way south. Travel approximately 1.5 miles. The Monroe Convention Center, at 302 South College Avenue, is on the right. The Convention Center is between 3rd and 2nd Streets. Free vendor parking is in a paved lot across College Avenue from the Monroe Convention Center. Please utilize this lot to reserve parking around the Monroe Convention Center for our guests.

VENDOR CONTACTS - if you have any questions before or during the show, Mike McAfee (812-325-5035) and other Bloomington Music Expo staff will be available to assist you.

The Bloomington Music Expo is not liable if event is prevented by reasons outside the Bloomington Music Expo's control. The contract will be null and void if the show is cancelled for any reason. The vendor forfeits any and all claims except refund of the booth rental fee.

We will be sending you more information with event details throughout October and November. All event plans will be finalized in the next few weeks. We are planning to invest in and produce this event annually to grow it into a regionally attended event. We will be advertising it to Indiana University students and the community here in Bloomington and Monroe County as well as to music fans in Indianapolis, Evansville and other Midwest markets.

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