



May 30th, 2009
Two Rivers Convention Center

Join Boutique for the Soul and various women owned businesses in celebrating the spirit and well-being of women. The event will consist of a full day of activities and demos designed to inspire, educate, and motivate women to find the balance that they need in their lives.

The 2009 Women's Wellness and Wellbeing Expo will cover all things women; the two main sections of the event will include: The Boutique Marketplace which will consist of products and services available for women, and The Workshops for Women, which will showcase health and natural living, beauty and style, and family management.

Exhibitor fees are \$300 and Workshop fees are \$275. Each exhibitor will receive 10 complimentary admission tickets (valued at \$7 each) to either sell or to give away to friends, family, non-profits or clients.

Entry to the Expo is \$7 with \$2 from each ticket going to The Sam Safken Foundation. The price of admission includes the Boutique for the Soul Marketplace and all Workshops for Women.

For more information on participating in this event, sponsorship or attending, please contact Boutique for the Soul at info@boutique4thesoul.com.

Exhibitor Application/Deposit Form

(Please return this document via fax to secure your space page 1 of 2)

Today's Date _____

Company Name _____

Exhibitor Name _____

Address _____

City, State, Zip _____

E-mail _____

Tel _____

Website _____

Business License Number (please bring a copy to event if selling retail items)

Booth Only _____ Workshop & Booth _____

Additional Needs: Additional tables # _____ Electricity _____ Tel Line _____
Additional Name Badges # _____

Workshop only: specify A/V needs (see Exhibitor options)

Boxed Lunch # _____ Lunch A or B

Total deposit of services to be charged \$ _____ Due Now

Total balance of services to be charged \$ _____ Due 4/15/09

Credit Card # _____ Exp Date _____
3 Digit Code _____

Name on Card _____

Exhibitor Information

Boutique Marketplace

50 Exhibitor booths available. This area will contain retail products and services for sale. Three exhibitors per industry will be permitted on a first come basis (see deposit form for further details). Exceptions include jewelry, which can have 5 exhibitors present. Only one exhibitor per company will be permitted (i.e. Pampered Chef may only have one exhibit booth, not two).

Event Presenters have the right to change any terms, rules and regulations at any time. The event is being held indoors at Two Rivers Convention Center. All exhibitors will be located in the main exhibit area. Event will take place rain or shine. Exhibitors will be responsible for the following: company signage, materials, and any giveaways or special promotions done at the table. Exhibitor badges to be worn at all times throughout Expo. Exhibitors can only have only one industry represented per table. Any additional services that will be performed at the booth will need to be outlined in the exhibitor paperwork (i.e. massage chair) and will need to be approved by Event Presenters.

All exhibitors must fax or email your DEPOSIT FORM with credit card information for your space to be reserved. **50% of your total exhibitor cost is required to hold your spot.** The full application balance will be automatically processed on April 15th, 2009. If the balance is not paid on April 15th, 2009 for reasons such as; issues with the credit card on file (i.e. credit card expiration dates or non-sufficient funds), the exhibitor will be notified immediately and have 48 hours to pay the balance. If the balance is not paid in full by the end of the day on April 18th, 2009, the reservation will be canceled, the exhibitor space will be released, and the deposit considered paid.

Exhibitor Fees – initial deposit payment no later than April 1st, 2009.

This event will be a unique and beneficial experience for all. To achieve a successful event, it is imperative that everyone works together to promote and invite all who they know; contacts, organizations, friends, neighbors, media, etc. We ask each participant to be a part of this grass-roots effort of marketing which is proven to produce amazing results. Your exhibitor fee includes 10 tickets (valued at \$7 each) which are good for entry to The Women's Wellness and Wellbeing Expo. You are able to re-sell these tickets to recoup \$70 of your exhibitor fee if you so choose.

Exhibitor Fees

Booth Exhibitor (50 available) \$300

10x10 space with 1 skirted table and 2 chairs provided, pipe and drape, 2 exhibitor badges, 10 admission tickets, company listed in Expo program, and event website.

Women's Workshop Exhibitor (20 available) \$275

Includes workshop room for one hour max, podium, 2 vendor chairs, 20 guest chairs, advertising, 2 exhibitor badges, 10 admission tickets, workshop listed in Expo program.

Exhibitor Options

Electricity \$25 Extension Cord \$8 Phone line \$30
Additional exhibitor badges \$10 per badge
Additional table rentals available @ \$15

Workshop Exhibitor

LCD projector and large screen \$125
High speed Internet access \$100
Microphone headset \$60

Exhibitor boxed lunch- \$12.00 each**Choice A** Roast Beef Hoagie

Sliced Roast Beef on a Sourdough Hoagie Roll with Horseradish and Chive Havarti Cheese, Lettuce and Tomato, served with Mayonnaise and Spicy Mustard on the side Potato, Fresh Fruit Salad, Pickles, Bag of Gourmet Potato Chip, Fresh Baked Cookie, Bottled Water. Lunches are served in clear plastic containers with wet nap and plastic ware.

Choice B California Turkey Croissant

Sliced Smoked Turkey Breast, Sliced English Cucumbers, Avocado, Danish Havarti Cheese and Honey Dijon Spread, served on a Croissant, Fresh Fruit Salad, Pickles, Bag of Gourmet Potato Chips, Fresh Baked Cookie, Bottled Water. Lunches are served in clear plastic containers with wet nap and plastic ware.

Promotional Partner Discount (March-May ONLY) Must be pre-arranged.

Includes distribution of flyers and email promotions. = 10% discount off total booth fees. **Call for details.**

Late application fee after April 1st, 2009: An additional \$100 will be added to any of the above booth or workshop fees.

Set Up and Breakdown times: Initial set up time by vendors may begin at 7:00 a.m. (3 hours prior to start time) Carry in only allowed between 7:00 a.m. and 9:00 a.m. Bring your own dollie if needed. A registration table will be set up at the main entrance of Two Rivers Convention Center to check in Vendors as they arrive for the day. If you arrive after 9:30 a.m. you will be considered late, lose your deposit and will not be able to set up at the event. Booth spaces will be numbered and marked with your company name and are in 10 foot wide increments. Exhibitor's booths breakdown on the evening of, and will take place directly following Expo hours. Breakdown is NOT acceptable prior to 6:00 p.m. If breakdown occurs before the stated time, the exhibitor will be charged an additional \$100 fee. All exhibitors need to be vacated from the premises no later than 8:00 p.m. on the day of the Expo. A \$25 fine will be assessed if materials or trash are left on premises after 8:00 p.m. The exhibitor space is non-transferable and the sublease of such space is prohibited. Booths must be manned during all show hours.

Exhibitor Space Definition and Restrictions

Vendor may NOT bring in any outside tables. Labor to hang banners or set up displays will be the sole responsibility of vendor. All exhibit items must be contained in the 10x10 space. Sales of food and beverages for immediate consumptions are NOT permitted.

Exhibitor Space Assignment

We try very hard to be fair to everyone. The following steps are applied, in order, to each application.

1. We assign exhibitors on a first come basis.
2. We assign exhibitors who have requested multiple spaces.
3. We assign exhibitors who are late applicants.

A selection committee will review applications and focus on accepting a broad range of prices, product, and service type, and provide an opportunity to showcase the wonderful diversity of the Western Slope area. We attempt to separate similar products; therefore it is important to specify the MAIN product that is intended to sell on the exhibitor application. Steps 1 – 3 are implemented in the order received (email or postmark date)

We begin assigning exhibitor space as the date nears (all spaces will be assigned no later than 5/1/09). We will email the exhibitors that information a week prior to the Expo date. Exhibitor applications with postmarks after the due date are treated as late applicants. We do not accept hand carried applications to beat the deadline, as this would not be fair to those who email or mailed on time. If an exhibitor desires adjoining space with another exhibitor, both applications will need to be in the same envelope. We will make every attempt to comply with requests whenever possible, but to be accommodating is not always possible. If an exhibitor does not provide us with their email address they will then receive their exhibitor space assignment on the date of the arrival to the event.

Discrimination Clause

The Expo Organizers reserve the right to prohibit any products from being marketed at the event. Failure to comply with any of the rules and regulations set forth by this Expo could result in the exhibitor's application being revoked, removal from the Expo grounds and no application refund. This is an absolute, no exceptions. Exhibition space is owned by Two Rivers Convention Center which may make and enforce its own rules for the exhibitors. Its rules supersede the Expo Organizer's rules.

Exhibitor Conduct and Responsibility

Expo exhibitors shall conduct themselves in a personable and business like manner to customers and other exhibitors. No loud music or presenting that could annoy or disrupt other exhibitors will be allowed. Exhibitors are responsible for their own taxes and license liabilities. Colorado State Sales Tax must be collected where applicable. All exhibitors must submit their business license number on their exhibitor application if they sell a product. Exhibitors are responsible for keeping their space clean as well as keeping their items safe from theft.

and regulations or in any manner which is hazardous or offensive to the public or other exhibitors, that exhibitor, upon request of the Expo Organizers, shall

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immediately cease such offending conduct. Failure to comply shall be just cause for the Expo Organizers to revoke that exhibitor's application, which will result in that exhibitor's removal from the Expo grounds. Upon revocation, that exhibitor shall promptly vacate the premises. Upon failure to vacate, the Expo Organizers are authorized to remove all property of said exhibitor from the premises at the exhibitor's expense. Expo Organizers are relieved and discharged of any and all loss occasioned by such removal. The Expo Organizers shall not be responsible for storage or safekeeping of the removed exhibitor's property.

Security

Exhibitors are solely responsible for securing their own property during the Expo. Expo Organizers are relieved and discharged of any and all loss resulting from vandalism or theft.

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Prohibited and Restricted Items

No hazardous equipment or substances are allowed for the sale or public use, e.g. firearms, gasoline, open flame, alcoholic beverages or materials deemed unfit for sale by law or the Expo Organizers.

Refund Policy

There will be NO refunds of application fees if applicant fails to participate in Expo or if there is any inclement weather during the festival. An applicant must apply by letter for a refund. This letter must be postmarked 30 days prior to the Expo starting date. A \$20.00 application fee will be charged against any refund request. The \$100 application fee/deposit is non-refundable.

Issues not covered herein shall be subject solely to the discretion of event presenters.

Signature acknowledges acceptance of Terms Policies of this agreement. By signing this agreement the exhibitor expressly releases Boutique for the Soul, LLC. from any and all liability for damage, injury or loss to any person or goods, which may arise from the rental and occupation of booth space. I have read, understand and agree to the presenter's Policy.

Signature _____ **Date** _____

Produced by A Boutique for the Soul, LLC
www.Boutique4theSoul.com