



Exhibitors Kit

Colorado Springs

Women's Living Expo 2008

<http://www.womenslivingexpo.com>

[REVISED 07/18/2008 - (Expo Hours Edited)]

WELCOME!

Your Exhibitor Kit contains information to assist you in planning for your participation in the Colorado Springs Women's Living Expo. Should you have any questions please call the office at 203-259-3351. We welcome your participation and look forward to working with you.

Invoice

Donnell Productions must receive the final balance due for your exhibit space by **September 5, 2008**. Invoices will be mailed out in August.

Advance Ticket Form

To order advance tickets complete the form and along with your check mail to our office at 450 Center Street, Unit 6 Southport CT 06890 or fax with credit card information to 203-259-3354.

Electric Service Order Form

To order electric service, return the completed form to Donnell Productions.

Furnishing Form

To receive the pre-show discount, orders must be placed with the AAa Expo & Event Services by October 6, 2008. All orders must have credit card information or a check.

Telephone/Internet/CableTV Connection

Advance order deadline is September 24, 2008. Complete the Communication form and return to the Phil Long Expo Center.

Hotel Reservations

The Residence Inn by Marriott North, our Show Hotel, is located at 9805 Federal Drive Colorado Springs, CO 80921. To make reservations call 719-388-9300 and to receive the special rate state that you are with the Colorado Springs Women's Expo or go to our website and book online.

Stage Schedules

Stage schedules are up on our website. Presentations have been scheduled on a first come, first served basis. Your presentation will be advertised in the Official Show Program and on Show signage. Please note that times and titles cannot be changed once they are confirmed.

Hanging Signs & Graphics

Approval for the use of hanging signs and graphics **from the ceiling** should be received from Show Management prior to move-in. It is your responsibility to retrieve your banners or signs when they are dismantled.

GENERAL INFORMATION-Page 1

SHOW LOCATION

The Colorado Springs Women's Living Expo will be held at the Phil Long Expo Center located at 1515 Auto Mall Loop Colorado Springs, CO 80929 . Your Event Coordinator is Elizabeth Griego. She can be reached at 719-867-1650, fax 719-867-6631 and Email egriego@phillong.com

MOVE-IN

Move-in will be conducted from **9:00am to 8:00pm on Thursday, October 9th**. All exhibits must be moved in by 8:00pm unless prior arrangements have been made with Show Management. If you will require a fork-lift, complete the form and return it to the Phil Long Expo Center. You may drive your vehicle on the show floor. Once your vehicle is unloaded, please park outside in a designated parking space.

BOOTH PAYMENT

ALL FINAL BALANCES ARE DUE IN FULL BY SEPTEMBER 5th . Companies must have a zero balance to set up their booth. For companies that commit to the Expo after September 5th payment must be made with a credit card, cashiers check **or** money order. Checks **will not** be accepted.

LOCATION OF EXHIBIT

All measurements and exhibit space layouts shown on the floor plan are as accurate as possible. Donnell Productions reserves the right to make modifications and change exhibit space assignments as may be necessary and to adjust the floor plan at anytime to meet the needs of the sponsors, exhibitors, exhibits, and traffic flow.

SHOW HOTEL

The Residence Inn by Marriott North, our Show Hotel, is located at 9805 Federal Drive in Colorado Springs. The special rate for Exhibitors is \$109.00. You must book by October 8, 2008 to receive this special rate. All rooms are suites that include a queen size bed, double pullout sofa bed, complete kitchen, complimentary hot breakfast, free parking, free internet access, indoor pool, hot tub and exercise room.

SHOW DECORATOR

AAa Expo & Event Servies is the decorator for the Expo. If you need assistance or additional information call 719-593-8911, fax: 719-593-0381, Email: info@aaaexpo.com

To qualify for discount pricing, orders and payments must be received on or before the deadline date(s) on the order forms.

EXHIBITOR BADGES/VIP TICKETS

Each company will be allocated 5 badges and 5 VIP tickets per 10'x10' booth, 3 badges and 3 VIP tickets per 5'x10' booth, 8 badges and 6 VIP tickets for a 10'x20' showcase and 12 badges and 10 VIP tickets for a 20'x20' showcase. Your VIP tickets will be mailed to you but your badges are to be picked up at Exhibitor Registration when you check in at move-in. Do not take all the badges if you will not see your booth associates prior to the show. **All booth personnel must show an Exhibitor Badge to gain entry to the Show and must wear it during the Show.** Additional badges can be purchased for \$10 each.

GENERAL INFORMATION – PAGE 2

MOVE-OUT

The Expo closes Sunday at 5:00 pm and as soon as all attendees have left the building we will begin move-out. Early removal of exhibits and displays is strictly forbidden and subject to a fine equivalent to Exhibitor's total show rental.

PARKING

Exhibitor Parking is at Chapel Hills Mall closest to the Phil Long Expo Center. There are two Phil Long Expo shuttle buses offering continuous shuttle service throughout the weekend. Parking for attendees is free for the attendees at the Phil Long Expo Center. It is in your best interest to use the parking lot at Chapel Hills Mall

EXHIBITOR HOURS

Thursday (Move-In)	October 9	9:00 am	to	8:00 pm
Friday	October 10	8:00 am	to	9:45 pm
Saturday	October 11	9:00 am	to	6:15 pm
Sunday	October 12	10:00 am	to	5:00 pm
Sunday (Move-Out)	October 12	5:00 pm	to	8:00 pm

EXPO HOURS

Friday	October 10	11:00 am	to	9:00 pm
Saturday	October 11	10:00 am	to	6:00 pm
Sunday	October 12	11:00 am	to	5:00 pm

SECURITY

Security is provided for your protection however; we are not responsible for theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door guards and perimeter guards are on duty during the hours that the doors are open, with overnight guards throughout the duration of the event. As a safety precaution your exhibit space should not be left unattended.

FLOOR MANAGERS

We provide Floor Managers to assist exhibitors with questions or difficulties encountered during setup, dismantling and show days.

PRESENTATIONS

Please note that if your company has been confirmed to conduct presentations over the weekend we will be printing the schedules in the special tab section of the Military Newspapers and the Business Journal Oct.2-3 edition. This program will also be distributed to attendees at the Expo and listed on Stage Signage. We will not be able to make changes or deletions to the schedule once it is printed.

Each stage has a Stage Manager to assist you in preparation for your presentation.

GENERAL INFORMATION – PAGE 3

STANDARD BOOTH EQUIPMENT

Standard booth equipment is furnished to all Exhibitors occupying linear booth configurations. Contents include: 8' high backdrapes, 3' high sidedrapes, (1) 8' skirted table, (2) chairs, a 7"H X 44"W black & white Company ID sign and wastebasket.

SHOWCASES

Island Showcases will not be equipped with drapes but Connecting Showcases will be divided by backdrapes and sidedrapes. None of the showcases are equipped with any furnishings. **It is your responsibility to furnish all booth contents including tables, chairs, wastebasket and signage.**

FOOD SAMPLING

There is no charge for sampling as long as the samples are no more than 1 oz. There will also not be a charge for selling food as long as it is prepackaged and not for immediate consumption. Companies wishing to serve more than 1 oz of food will need to have an El Paso County Temporary Use Permit that costs \$155 and pay a \$40 coordination fee. Drink samples must be no more than 2oz. If your company is sampling wine you will need to contact James Snodgrass at the Phil Long Center. Exhibitors sampling any food products must follow our Sanitation Guidelines.

BOOTH COLORS

The booths will have red and white back and side drapes and red skirted tables with white tops.

ELECTRIC ORDERS

Exhibitors requiring electrical outlets are responsible for placing their orders prior to the Expo. Please complete the enclosed electrical form and return it to Donnell Productions prior to **September 24th** in order to receive the pre-Show discount.

WATER HOOK-UPS

Please let us know if you will need water and we will assign your company a booth allowing for easy access. Contact our office at (203) 259-3351.

TELEPHONE /INTERNET SERVICE

To order service, please fill out the enclosed Communication Order Form and return to the Phil Long Expo Center by September 24th.

SHIPPING

Exhibit materials, drayage and product may be shipped direct to the Phil Long Expo Center and must arrive during move-in hours only, October 9th between 9am-8pm. To ship your materials in advance, please ship your materials to AAa's Expo's warehouse using the Material Handling form

SHOW REGULATIONS AND REQUIREMENTS

1. Exhibit booths must be staffed and fully operational during published show hours.
2. Exhibitors must wear badges to gain entry and on the floor during Show hours.
3. Exhibits that include sound equipment or audio/visual equipment must be arranged so the noise level does not disrupt the activities of neighboring exhibitors. Show management reserves the right to lower all sound equipment.
4. Exhibit space must be large enough to contain a reasonable audience if presentations are planned within your exhibit space. The aisles cannot be blocked.
5. Only promotional materials or merchandise approved on your "Application for Exhibit Space" may be displayed or sold in your booth.
6. Promotional materials may not be distributed outside your exhibit space.
7. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
8. The sale or sampling of food other than in the Food Pavilion must have written approval from Show Management.
9. Stage shows or seminars using products or services of a non-exhibiting company must have written approval from Show Management.
10. All exposed parts of displays must be finished so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Side walls taller than the 3' side drape of exhibit booths may not come out past 5' from back drape.
11. Signs in inline booths will not be permitted to extend more than 8' above the floor. Signs in island showcases will not be permitted to extend more than 16' above the floor.
12. Exhibitors may not share booth space without the approval of Show Management.
13. Exhibit space should be kept in good order with storage boxes placed under tables or in designated storage areas.
14. Helium balloons can only be used when they are permanently affixed to the physical booth display. Helium tanks must be stored in an approved stand.
15. Fire regulations prohibit the use of sterno or an open flame including candles.
16. Your booth must be equipped with at least one 20BC fire extinguisher if you are using any cooking or food warming appliances.
17. Booth decorations must be flame-retardant and electrical wiring and displays must conform to the National Electrical Code safety rules.
18. No LP gas, bottled gas or bottled gas tanks are permitted in the building.
19. All display vehicles must have less than ¼ tank of gas, at least one battery cable disconnected from each set of batteries, and the gas tank sealed or locked. A set of keys need to be given to Show Management.
20. **It is expressly understood and agreed by the Exhibitor that no claim of any kind against Show Management for loss, damage, theft or destruction of goods or exhibit; nor any injury that may occur to himself or his employees while at the show; The exhibitor shall be solely responsible to his own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of leased space or exhibit. Exhibitor is also held responsible for agents and employees performing on show Stages. Exhibitor's insurance shall indemnify and hold harmless Show Management against any and all claims as may be asserted against it.**