

EXHIBITOR KIT



Exhibitor Kit Forms are Online

http://www.womenslivingexpo.com/ColoSprings2016/exhibitors_kit.php

WELCOME!

The Exhibitor Kit offers information and Exhibitor Forms to assist you in planning for your participation in the Colorado Springs Women's Living Expo. The Exhibitor Kit and Service Forms can be found online on our webpage: http://www.womenslivingexpo.com/ColoradoSprings2016/exhibitors_kit.php

CONTACT INFORMATION

Donnell Productions - Brad Walsh (Operations MGR), 203-259-3351, brad@womenslivingexpo.com
Building & Decorator - Mortgage Solutions Financial Expo Center, Kirk Standley, 719-592-1800 x14

SHOW LOCATION

Mortgage Solutions Financial Expo Center located at 3650 North Nevada Avenue, Colorado Springs, CO 80909.

FINAL BALANCES ARE DUE BY August 10TH

All balances must be paid by August 10, 2016. Companies registering for the Expo after August 11th must pay for their exhibit space in full by credit card.

ELECTRIC SERVICE/INTERNET/ TELEPHONE/ WATER ORDER FORM

These services are provided by the Mortgage Solutions Financial Services Expo Center. The Service Order Form is listed under Building Services on our [Exhibitor Kit web page](#). To qualify for discount pricing, orders and payments must be received on or before the deadline date(s) on the order forms.

FURNISHING & DECORATOR SERVICES

For additional booth furnishings, tables, chairs, carpet, extra drape - contact our offices at 203-259-3351 for Expo preorder, ask for Brad (brad@womenslivingexpo.com).

SHOW HOTELS

Exhibitors and Attendees can choose between our Two Expo Hotels; **The Hilton Garden Inn Colorado Springs** (Location: 1810 Briargate Parkway, Colorado Springs, Colorado 80920 - Phone: 719-598-6866) or the Homewood Suites by Hilton-Colorado Springs North (Location: 9130 Explorer Drive Colorado Springs, Colorado 80920 - Phone: 719-598-6866). Both are located only minutes from the Expo Center. Please use the Group Name: "Woman's Living Expo" and the Group Code: "WLE" when making a reservation. Group rate applies to Check-in Sept 9, 2016 to Check-out Sept 11, 2016. See our website for discount group codes and links at <http://www.womenslivingexpo.com/ColoradoSprings2016/accommodations.php>

ADVANCE TICKETS AT A 50% DISCOUNT

To order your tickets complete the Advance Order Ticket form and return to our office via email or FAX 203-259-3354. Ticket orders received after 7 days prior to Expo will be held for you at Exhibitor Registration and may be picked up when you move-in.

INSURANCE

Exhibitors shall assume all responsibility for damages to the Exposition facility and property, and it shall indemnify and hold harmless Donnell Productions from all liability that might result from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employee

GENERAL INFORMATION

MOVE-IN

Move-in will be conducted on **Friday, September 9, 2016** between the hours of **9:00am to 7:00pm**. All exhibits must be moved in by 7:00pm unless prior arrangements have been made with Show Management. Exhibitors should check-in at our Exhibitor Registration Desk when you arrive at the building.

EXHIBITOR PARKING

On Saturday & Sunday, the Exhibitor Entrance and Exhibitor parking is located at the rear of the building. During Move-In Exhibitors can park near the building loading doors on north side of building. Carts and dollies cannot be used though front doors.

EXHIBITOR REGISTRATION DESK

On Friday for Move-in, the Exhibitor Registration Desk is located inside the large loading door at the North side of the building. On Saturday & Sunday, the Exhibitor Registration Desk is located at the Exhibitor Entrance at the rear of the building.

EXHIBITOR BADGES/COMPLIMENTARY TICKETS

Your Exhibitor Badges are for your booth personnel/staff and are to be picked up at Exhibitor Registration when you check in at move-in. Additional badges can be purchased for \$5 each. We will assist you in rotating badges to your staff throughout the weekend. Your Complimentary Admission Tickets will be mailed to you in advance and are for you to distribute as you wish.

EXHIBITOR HOURS- Booths do not need to be staffed during Exhibitor Hours.

Friday (Move-In)	September 9	9:00 am	to	7:00 pm	REGISTRATION DESK located at Loading Door on Friday Move-in Day.
Saturday	September 10	8:00 am	to	6:15 pm	REGISTRATION DESK located at the REAR
Sunday	September 11	10:00 am	to	5:00 pm	Exhibitor's Entrance for Saturday &
Sunday (Move-Out)	September 11	5:00 pm	to	8:00 pm	Sunday

EXPO HOURS – Booths do need to be staffed during Expo Hours.

Saturday	September 10	10:00 am	to	6:00 pm
Sunday	September 11	11:00 am	to	5:00 pm

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 \$100 fine.**

EXHIBITOR CONTRACT & TERMS OF AGREEMENT

Signed copies of these documents must be on file in order for your company to set up at the Expo. Should you need assistance please call the office.

LOCATION OF YOUR 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.

FAILURE TO SET UP

Failure to set up within specified move-in times will result in forfeiture of exhibit space and Show Management may terminate the Agreement and reassign your space. The Exhibitor is not entitled to any refund for sums paid in advance as payment for exhibit space and the Exhibitor is responsible for full payment.

HANGING SIGNS AND GRAPHICS FROM THE CEILING

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 at the close of the Show.

FOOD & BEVERAGE SAMPLING AND SELLING

There is no charge for sampling food and drink at the expo. There will also not be a charge for selling food that is prepackaged and not sold in individual portions.

SANITATION GUIDELINES

Exhibitors sampling or selling any food products must follow our Sanitation Guidelines as posted on our website's Exhibitor KIT page. Exhibitors are responsible for compliance with all local Health Department requirements.

CANCELLATION POLICY

Cancellations must be in writing and e-mailed or faxed. Cancellations received six months prior to the Show date shall have payment refunded in full less \$100 cancellation fee. Cancellations received between three and six months prior to the show date will be refunded any sum paid over the 50% deposit. Cancellations received less than three months prior to the Show will receive no refund and the Exhibitor is responsible for full payment.

EXPO 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. As a safety precaution your exhibit space should not be left unattended.

STAGES SCHEDULES

Presentations have been scheduled based on availability. Stage Schedules are listed on our website: www.womenslivingexpo.com, on Show signage and In the Official Show Program distributed to attendees at the door. Changes to the schedule will not be made after one week prior to expo. All presenters must sign a General Release Form prior to going on the Stage.

STAGE PRESENTATIONS

Stages have a Stage Manager to assist you in preparation for your presentation and they will check in with you at the Expo. At the Main Stage there is a Sound Tech, mics and seating for 150 attendees. At the Chef's Kitchen we furnish lavalier mics, a sound system and seating for 50 attendees.

BOOTH COLORS

Booths will have black and red back and side drapes; alternating black skirted tables with white tops.

STANDARD BOOTH EQUIPMENT

Standard booth furnishings include: 8' high back drapes, 3' high side drapes, (1) 8' skirted table, (2) chairs and a 7" H X 44" W black & white Company ID. Should you want to use additional furnishings, you have the option of providing them yourself or ordering them from the Expo Decorator. **Booths do not include electrical outlets, booths do not include WiFi. (see building forms to order electrical and WiFi)**

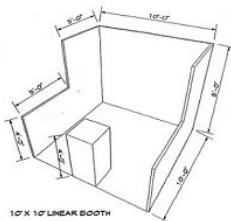
SHOWCASES DO NOT INCLUDE FURNISHINGS

Island Showcases are not be equipped with drapes. Connecting Showcases will be divided by 8' high back-drapes and 3' high side-drapes. Showcases will receive an ID sign but are not equipped with tables or chairs. **It is your responsibility to furnish all booth contents for showcase space.** You may bring your own furnishings or order them from All About Events. The Decorator forms for tables, carpet, etc. are on the webpage in the "Exhibitor Kit" under "Decorator Forms".

BOOTH SETUP LIMITATIONS

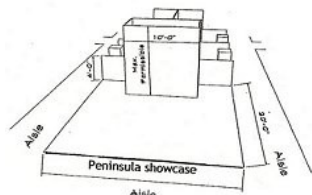
BOOTH displays are limited in height to 8' on the back wall and 8' for the back half half of the side wall (5'). The remaining 5' of the side wall can not be higher than 4' tall so you do not block the booth next to you. Please refer to the drawings below for size limits for different spaces.

Inline Booth Space



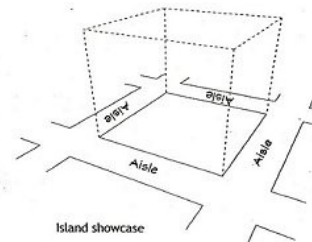
Height is limited to 8' at the rear half and 4' in the front half of the booth space.

End Cap Showcases



Limited to 8' height in the rear center, & 4'H for all areas within 5' from an aisle.

Freestanding Showcases



Island showcases exposed to aisle on 4 sides can have displays up to 10'h

Exposed areas of your display are not permitted to have unfinished surfaces. Floor covering must be taped to the floor. Lighting, Sound & other display effects cannot interfere with neighboring booth space. Boxes must be stored under the table.

BOOTH SIGNAGE

Company ID signs are provided for your booth. They are 44"W and 7"H and are hung on the drape in the back of your booth. You may bring banners and hang them on the booth pipe. Hooks will be provided by the Decorator at no charge.

EXHIBIT DISPLAYS

Only the products and services listed on your Contract may be exhibited. Please notify our office should you want to make any changes or additions.

SHIPPING TO ARRIVE ON MOVE-IN DAY

Exhibit materials, drayage and product may be shipped direct to the Financial Mortgage Solutions Expo Center and must arrive during move-in hours only on Friday September 9, 2016 between the hours of 9am-5pm. Labels for shipments must be identified with "Colorado Springs Women's Living Expo" and your booth number.

Advanced Shipping

Shipping due to arrive prior to Move-in day must be arranged with the building prior to shipment.

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, sampling or distribution of food for consumption on the premises must be approved by 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.