

The Bakersfield Women's BUSINESS CONFERENCE



Exhibitor Application Packet
2016 Conference
Thursday, September 29, 2016

Bakersfield Women's Business Conference is a 501(c) 3 non-profit organization and is solely funded by corporate sponsorships, exhibitor fees, and attendee registrations. Proceeds are given by donations to 501(c) charities that support women.

WE THANK YOU FOR YOUR GENEROSITY AND SUPPORT FOR THIS CONFERENCE!

BAKERSFIELD WOMEN'S BUSINESS CONFERENCE PO BOX 11049, BAKERSFIELD, CA 93389
BAKERSFIELDWOMEN.ORG • BWBC EXHIBITORS@GMAIL.COM 661-378-4707

The Bakersfield Women's BUSINESS CONFERENCE

Dear Businessperson:

The **27th Annual Bakersfield Women's Business Conference** will be held Thursday, September 29, 2016 at the Rabobank Arena Theatre & Convention Center and Marriott Hotel. Exhibitors are excited to participate in the conference where they have the opportunity to showcase their products and services to over **1400** attendees.

Our Exhibitor Fair will be located in the Rabobank Convention Center which will consist of a booth (8' x 10'), the Marriott Hotel which consist of a 6' foot table and 2 chairs (Marriott prohibits booth set up), Rabobank Convention Center Workshop Room which will consist of a booth (8' x 10') located within one of the workshop rooms and Non-Profit Patio outside the Rabobank Convention Center at the main entrance (you will need to provide your own table and chairs and white pop-up tent). Please refer to the additional enclosed information, which includes an Exhibitor Application and Contract.

As always, **booth space is limited and will be assigned on a first pay, first serve basis**. Full payment is required to reserve your space. The Conference Board reserves the right to assign spaces, decline applications, or limit booths with like items, for the enhancement of the conference and the exhibits.

Please ensure that the following items are included when you return your reservation form:

- Full payment payable to the Bakersfield Women's Business Conference
- A completed Exhibitor Application Form
- A signed Contract to Exhibit at the Bakersfield Women's Business Conference

Please note that all exhibitors or their representatives will be required to remain at their booth until the close of the conference at 4:30 p.m.

You will receive confirmation of your booth reservation via email, upon receipt of all above-mentioned items. For more information, please call 661-378-4707 or email the Exhibitor Committee at BWBCExhibitors@gmail.com.

We look forward to seeing you at the Bakersfield Women's Business Conference! Please help us promote the conference through social media. When posting identify the conference by using #BWBC2016 on all postings.

Sincerely,

BWBC 2016 Exhibitor Fair Committee

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The Bakersfield Women's **BUSINESS CONFERENCE**

EXHIBITOR APPLICATION

2016 BAKERSFIELD WOMEN'S BUSINESS CONFERENCE
September 29, 2016 ■ Show Hours 7:00 am – 4:30 pm

Exhibitor/Company Name _____

Contact Name _____ Title _____

Address _____

City/State/Zip _____

E-mail address _____

Website _____

(this website will be used to link to your page from our Exhibitors page)

Facebook Page: _____

(If page address is provided, we will include 1 thank you post linked to your page)

Office _____ Cell _____ Fax _____

Please provide detailed information on the type of products or services you will have at your booth. All items on display or for sale must be listed on the application. Only items listed here will be allowed in your booth. If any Board member should find any products/services in your booth not listed here, you will kindly be asked to remove them.

Selling product in your booth space? Provide your resale license number here: _____

EXHIBIT SPACE SELECTION –

- \$750 – Rabobank – 8' x 10' booth with pipe and drape, 8' table, and two chairs
- \$600 – Marriott – 6' or 8' table and two chairs (NO pipe and drape available for any hanging items.)
- \$400 – Workshop – 8' x 10' booth with pipe and drape, 8' table, and two chairs in a workshop room.
- \$250 – Non-Profit Patio (outside front entrance) – Provide your own table, chairs and white pop up tent.

All exhibit booths are furnished with electrical hookup at no charge, except for the Non-Profit Patio, but you are REQUIRED to bring your own extension cord(s). Please make sure to bring your own set-up and tear down supplies; they will not be provided by the conference (i.e. zip ties, scissors, tape...) Your company name will be listed in the brochure and exhibit guide (if registered by June 1, 2016).

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Exhibitor Application

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CONTRACT

A Contract to exhibit is attached. Please read, sign and date the contract and return it with this form and your check, money order or credit card authorization form.

EXHIBITOR BADGES

Exhibitor representatives are required to wear a badge while managing their booth. Each exhibitor may have ONLY (3) three representatives per booth, at one time. No representatives will be allowed in without a badge. It is YOUR responsibility to make sure your exhibitors meet at the door to exchange/pick up their badges, if taking shifts.

RAFFLE ITEM

Each exhibitor representative **must provide** a raffle item (\$50 minimum value). Each exhibitor will be responsible for drawing the name and contacting the winner. Please bring a receptacle for collecting names, and plenty of pens and paper for conference attendees to provide information for your drawing.

LUNCHEON OPTIONS

Exhibitors have four options for your lunch during the conference.

- Event Ticket (\$105): Attendance at all sessions; reserved seat in luncheon area with keynote speaker.
Workshop Selection (if schedule is not finalized at time of application; session will be emailed when available)
Session A: _____ Session B: _____ Session C: _____
- Conference Lunch Only (\$105): Reserved seat in luncheon area with keynote speaker.
- Boxed Lunch (\$14): Boxed lunch combo with a side and a drink. Seating available in the theater area; keynote speaker is not 100% visible from this area.
Boxed Lunch Selection:
Turkey _____ Chicken Salad _____ Vegetarian _____ // Total _____
- I will bring my own lunch.

PROGRAM ADVERTISEMENT

If you are interested in having advertisement in our conference program, we pleased to offer a discount for fully paid exhibitors. Please indicate the size selection and include with your payment. Print-ready artwork due June 1, 2016. Email artwork file to: BakersfieldWomen@gmail.com.

- Full Page (5 7/8 x 7 7/8) List price \$450 / Exhibitor price \$350
- Half Page (5 7/8 x 3 7/8) List price \$235 / Exhibitor price \$185
- Quarter Page (2 7/8 x 3 7/8) List price \$125 / Exhibitor price \$100

SPONSORSHIP OPPORTUNITIES

If you are interested in additional sponsorship opportunities; please provide an email address and we will send out a packet.

Please email sponsorship package to: _____

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Exhibitor Application

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PAYMENT

Please make checks payable to *Bakersfield Women's Business Conference* and send to:

Bakersfield Women's Business Conference ATTN: Exhibitor Committee P.O. Box 11049 Bakersfield, CA 93389

Booth Rental Fee \$ _____

Lunch Selection:

Event/Conference Luncheon Tickets @ \$105 each \$ _____

A registration form will be emailed to you to complete.

Boxes Lunch Selection @ \$14 each \$ _____

Program Advertisement \$ _____

TOTAL DUE: \$ _____

Payment Information (Your payment is tax-deductible (TAX ID 27-4473875))

Payment Method:

- Check Enclosed payable to "Bakersfield Women's Business Conference"
- Credit Card (note: a 3% processing fee will be added to all cc payments)
___ Visa ___ Master Card ___ American Express ___ Discover

Expiration Date _____/_____/_____ CVV Code _____ Billing Zip Code: _____

Card Number _____

X _____ X _____
PRINTED name as it appears on credit card Signature of Card Holder

Mail form & payment to:
Bakersfield Women's Business Conference
PO Box 11049, Bakersfield, CA 93389

If paying by cc you can email to BakersfieldWomen@gmail.com or fax to 661-480-2553.

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CONTRACT TO EXHIBIT

AT THE BAKERSFIELD WOMEN'S BUSINESS CONFERENCE

September 29, 2016

RABOBANK ARENA THEATRE & CONVENTION CENTER and MARRIOTT HOTEL • BAKERSFIELD, CALIFORNIA

1. **Rabobank Arena Theatre & Convention Center/Marriott Hotel.** Setup of exhibits will take place on Wednesday, September 28, 2016 between 7:00pm and 9:00pm. Exhibitors must check-in and pick up their exhibitor packets at the exhibitor check-in prior to setup. Check-in will be available starting at 6:00pm. Set-up prior to 7:00pm on September 28 will not be accepted. All booths must be ready for final inspection by the Bakersfield Women's Business Conference (BWBC) at 9:00 pm on September 28, 2016. **Initials**_____

2. Security guards will be on duty from 8:30 pm, September 28, 2016 until 7:00 am, September 29, 2016. **Initials**_____

No Rabobank Arena Theatre & Convention Center/Marriott Hotel exhibitor may dismantle his/her booth prior to 4:30 pm, Thursday, September 29, 2016. All exhibits must clear the exhibit hall areas before 6:30 pm, September 29, 2016, returning the exhibit areas to the original condition, or a reasonable charge will be assessed to clear the area for the exhibitor. **Initials**_____

3. **Number of Exhibit Representatives.** Each exhibitor is permitted to have three (3) representatives per exhibit space at any given time. Three name badge designated "EXHIBITOR" will be given to each vendor – **no additional name badges will be issued.** The booth representatives are required to wear their name badge while in the booth or in the conference area AND are responsible for trading name badges at the door with other representatives arriving to cover additional shifts. **Initials**_____

4. **Right to assign or change Booth Assignments, decline applications, or limit booths with like items.** You may put your preference of your placement in Rabobank area, but there are NO guarantees, and placement will be at the sole discretion of the committee and based on first contracts received with full payment and other factors. The BWBC reserves the right to assign or change booths, decline applications, and limit booths with like items for enhancement of the exhibit fair and conference. Further, the BWBC reserves the right to revoke or deny exhibit privileges to any person or company who refuses to comply with the terms and conditions of the Contract, brings items not previously listed on application for approval, extends beyond designated booth space, or for any reason deemed necessary by BWBC, to revoke or deny exhibitor's privileges whose conduct, may interfere with the conference. Failure to comply could affect your ability to participate in future conferences. **Initials**_____

5. **All Booths Must be Paid in Full.** All booth fees must be paid in full and included with the Exhibitor Application, Contract to Exhibit, and all other required documents to reserve your booth space. A confirmation of exhibitor space reservation will be emailed upon receipt of ALL required documents and payment. **Initials**_____

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EXHIBITOR CONTRACT

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6. **Cancellation Policy.** A cancellation fee will be assessed on all cancellations as follows: All cancellations received by BWBC in writing (by express mail, or U.S. Mail) on or before June 1, 2016, will carry a cancellation charge of fifty percent (50%). No refunds will be given for cancellation after such date. **Initials** _____
7. **Electrical Outlets.** BWBC will provide one electrical outlet per booth at no additional charge except for the Non-Profit Patio area; electrical is not available. **Initials** _____
8. **Partner Promotion.** As it is in the best interest of the conference and our exhibitors, we ask that each exhibitor like our social media pages found here: Facebook: www.Facebook.com/BakersfieldWomen/ Instagram: #BakersfieldWomensBusinessConference; Twitter: @BWBCWomen. The conference will in turn like your company pages if provided on the Exhibitor Agreement. **Initials** _____
9. **Indemnification Clause.** The Rabobank Arena Theatre & Convention Center/Marriott Hotel exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to exhibitor's personal property or personnel, or injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the Rabobank Arena Theatre & Convention Center and hereby agrees to indemnify and hold harmless the agents, servants, and employees of the Bakersfield Women's Business Conference, servants and employees of Options Unlimited, servants and employees of the Rabobank Arena Theatre & Convention Center and City of Bakersfield from any and all such losses, damages and claims. **Initials** _____

EXHIBITOR COMPANY NAME

EXHIBITOR CONTACT

DATE

AUTHORIZED SIGNATURE

DATE

An executed copy of the Contract, Application, booth fee, and all other required documents must be returned to BWBC in order to be allowed to participate at the business conference, otherwise this Contract shall be null and void. Please return to:

Bakersfield Women's Business Conference
ATTN: BWBC – Exhibitor Committee
P.O. Box 11049 • Bakersfield, CA 93389

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