

## 2018 CONFERENCE EXHIBITOR APPLICATION

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**Thursday, April 19, 2018 • Rabobank Convention Center & Marriott Hotel**

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EXHIBITOR/COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MAILING CITY/STATE/ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

SOCIAL MEDIA PAGE(S): \_\_\_\_\_

OFFICE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

RESALE LICENSE NUMBER (IF SELLING ANYTHING): \_\_\_\_\_

### EXHIBIT SPACE SELECTION –

- \$750 – Rabobank – 8' x 10' booth with pipe and drape, 8' table, and two chairs
- \$600 – Marriott – 6' table and two chairs (NO pipe and drape available for any hanging items.)
- \$400 – Workshop – 8' table, and two chairs in a workshop room.
- \$250 – Non-Profit Patio – reserved space outside entrance doors. You must provide your own set-up.

Detail the products/services you will have at your booth. Any items for sale **MUST** be listed on this application. Any items not listed here will not be allowed.

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**BOOTH LAYOUT:** Do you plan to bring in any structural elements for your booth space?  Yes  NO  
Approval of any additional structural items must be received from Conference Exhibitor Chair person. Anything not communicated will not be allowed in.

**BOOTH ELECTRICITY:** Are you requesting electrical hook-ups at your booth?  Yes  NO  
There is no charge for this but if not requested at time of application we cannot guarantee this. You must bring your own extension cords. If you ask for this last minute, a charge will apply based on the cost charged by the facility.

**I AGREE TO FOLLOW ALL THE FOLLOWING RULES AND GUIDELINES:**  Yes  NO  
You are responsible for reading the following pages in complete detail and agree to the rules and guidelines. There are no exceptions to set-up time as the facility dictates these. Requests for special arrangements will be denied.

**EXHIBITOR RULES & GUIDELINES**

**SET-UP TIMES**

Set-up times differ based on each location and will be communicated two (2) weeks prior to the Conference. Set-up times are **NON-NEGOTIABLE**. These times are dictated by the facilities vendor and BWBC has no ability to change. By applying to be an exhibitor you agree to abide by the times you are allotted without exception.

**SUPPLIES**

**You are responsible** to bring your own set-up and tear-down supplies; the Conference will not provide. We recommend bringing zip ties, scissors, tape, pens, hand carts, step stool, etc. No one is available to assist.

**CONFERENCE WEB AND PROGRAM LISTING**

You will be listed on the Conference website and in the Conference program and exhibitor guide if registered prior to Conference Program going to print. We will list your company name with a link to your website.

**EXHIBITOR BADGES**

Each booth will receive three (3) exhibitor badges. Each exhibitor representative is required to wear a badge while managing their booth. Each booth may only have three (3) representatives within their booth at one time. No representatives will be allowed in without a badge. You can have shift changes; however, it is YOUR responsibility to make sure your exhibitors meet at the door to exchange/pick up their badges.

**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 (CHOICES ARE DUE NO LATER THAN MONDAY, APRIL 2, 2018)**

Exhibitor applications DO NOT include a lunch ticket. Exhibitors have four options for lunch. Enter quantities below; you are limited to three lunch tickets (the same number of exhibitor representatives).

- Event Ticket @ \$105: Attend sessions and reserved seat at Keynote luncheon. Quantity: \_\_\_\_\_
- Lunch Only @\$65: No attendance of sessions. Reserved seat at Keynote luncheon. Quantity: \_\_\_\_\_
- Boxed Lunch (\$14): Boxed lunch combo with a side and a drink. Make sandwich selection below:  
 Turkey \_\_\_\_\_ Chicken Salad \_\_\_\_\_ Vegetarian \_\_\_\_\_ // Total \_\_\_\_\_
- Bring your own lunch. We do not provide storage or refrigeration.

**PROGRAM ADVERTISEMENT**

We are pleased to offer a discount in our Conference program to our exhibitors. Please send print-ready (PDF, JPG, EPS) artwork ASAP but no later than April 1, 2018. Please make sure to convert all fonts to curves and embed all images. Email artwork file to: [BakersfieldWomen@gmail.com](mailto: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: \_\_\_\_\_

PLEASE READ AND INITIAL EACH ELEMENT BELOW

**SET-UP TIME (NON-NEGOTIABLE):** Set-up times differ based on each location and will be communicated two (2) weeks prior to the Conference. Set-up times are **NON-NEGOTIABLE**. These times are dictated by the facilities vendor and BWBC has no ability to change. By applying to be an exhibitor you agree to abide by the times you are allotted without exception. **Initials**

**BOOTH LIMITATIONS:** If you are requesting to bring in your own booth set-up; this must be communicated in detail on this application and approved by the Exhibitor committee. We cannot guarantee special set-up requests but will do our best to accommodate. Special set-ups **MUST** take place during set-up hours and will not be able to extend those due to facility rules.

**Identify special booth set-up requests below:**

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**BOOTH INSPECTION:** Each booth will be inspected by the Conference Exhibitor committee. You agree to make any changes requested prior to the start of the Conference. **Initials**

**EXHIBITOR PACKET:** Your Exhibitor packet will be available for pick-up on Monday, April 16<sup>th</sup> Tuesday, April 17<sup>th</sup> at Kwik Signs, Inc. 7101-D Rosedale Highway between the hours of 10am and 5pm. The packets will contain a copy of the exhibitor map, your location, reminder of exhibitor rules, a conference day program, lunch tickets and your raffle prize winner sheets. All packets not picked up will be available upon arrival at the facility. We strongly encourage picking up your package ahead of time. **Initials**

**BOOTH SECURITY:** The facility provides security guards beginning at 8:30 pm, April 18<sup>th</sup>, 2018 until 7:00 am, April 19<sup>th</sup>, 2018. The Conference cannot be held liable for any missing items. **Initials**

**EXHIBIT HOURS:** You agree to not dismantle your booth until 15 minutes after the Cool-Down session finishes. All exhibits must clear the exhibit hall areas, returning the exhibit areas to the original condition, or a reasonable charge will be assessed to clear the area for the exhibitor. **Initials**

**EXHIBITOR REPRESENTATIVES:** Again, each exhibitor is permitted to have three (3) representatives per exhibit space at any given time. Three exhibitor badges will be given to each vendor – **no additional badges will be issued for any reason**. Booth representatives are required to wear their exhibitor badge while in the booth or in the conference area AND are responsible for trading badges at the door with other representatives arriving to cover additional shifts. **Initials**

**BOOTH ASSIGNMENTS:** You may put your preference of your booth placement, but there are **NO guarantees**, and placement will be at the sole discretion of the committee. The Conference 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 Conference 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 Conference, 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 \_\_\_\_\_

**PAYMENT:** Your booth space is NOT GUARANTEED unless paid in full and all paperwork is submitted. A confirmation of exhibitor space reservation will be emailed upon receipt of ALL required documents and payment. Initials \_\_\_\_\_

**CANCELLATION POLICY:** A cancellation fee will be assessed on all cancellations as follows: All cancellations received by Conference 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 \_\_\_\_\_

**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/](http://www.Facebook.com/BakersfieldWomen/) Instagram: @BakersfieldWomensBusinessConference; Twitter: @BWBCWomen. The Conference will in turn like your company pages if provided on the Exhibitor Agreement. Initials \_\_\_\_\_

**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 (Conference), servants and employees of Bakersfield Women's Business Conference, 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 NAME (PRINTED) \_\_\_\_\_ DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE

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

Bakersfield Women's Business Conference  
ATTN: BWBC – Exhibitor Committee  
PO Box 11049 • Bakersfield, CA 93389  
Email: [BWBCExhibitors@gmail.com](mailto:BWBCExhibitors@gmail.com) • Fax: 661-480-2553

**PAYMENT AND SUBMITTAL**

You can submit your completed application by:

- US Mail: Bakersfield, Women’s Business Conference • PO Box 11049 • Bakersfield, CA 93389
- Fax: 661-480-2553
- Email: BWBC EXHIBITORS@GMAIL.COM

**ORDER SUMMARY**

Booth Fee: Type:  Rabobank  Marriot  Workshop Room  Non-Profit Patio

Quantity: \_\_\_\_\_ Total Booth Fee: \$ \_\_\_\_\_

Lunch Selection (maximum of 3 tickets per booth):

Full Conference Ticket @ \$105 each      Quantity: \_\_\_\_\_      Total \$ \_\_\_\_\_

Lunch Only Ticket @65 each      Quantity: \_\_\_\_\_      Total \$ \_\_\_\_\_

Boxes Lunch @\$14 each      Quantity: \_\_\_\_\_      Total \$ \_\_\_\_\_

Program Advertisement      Quantity: \_\_\_\_\_      Total \$ \_\_\_\_\_

Total Lunch Fee: \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

**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

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

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