2020 Exhibitor Application

The Bakersfield Women's BUSINESS CONFERENCE
Building The Best You

Thursday, April 23, 2020 • Rabobank Convention Center & Marriott Hotel

EXHIBITOR/COMPANY NAME: _____

CONTACT NAME: _____ **TITLE:** _____

MAILING ADDRESS: _____

MAILING CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

WEBSITE: _____

FACEBOOK PAGE: _____

OFFICE: _____ **CELL:** _____

RESALE LICENSE NUMBER (IF SELLING ANYTHING): _____

EXHIBIT SPACE SELECTION *(if paying by credit card, processing fee will apply)*

□ $750 – Rabobank – 8' x 10' booth with pipe and drape, 8' table, and two chairs (52 spots available)
□ $600 – Marriott – 6' table and two chairs (NO pipe and drape available for any hanging items.) (15 spots available)
□ $250 – Non-Profit – 6' table and two chairs (NO pipe and drape available for any hanging items.) (8 spots available) **Non-Profit Tax ID Number (required and will be confirmed)**: _____

REQUIRED SECTION: 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 (Required): Do you plan to bring in any structural elements for your booth space? ◯ Yes ◯ NO
If Yes – provide specific specifications above including visuals. Approval of any additional structural items must be received from Conference Exhibitor Chair person. Anything not communicated will not be allowed in.

BOOTH ELECTRICITY: Electricity is provided to all booths at no additional charge. **You MUST bring your own extension cords.**

EXHIBITOR RULES & GUIDELINES

SET-UP TIMES

Set-up times differ based on each location and will be communicated at least four (4) 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. Once badges are distributed, they cannot be replaced!

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

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

- □ Lunch Only @$65: No attendance of sessions. Quantity: _____
- □ Boxed Lunch ($15): Order forms will be sent out closer to conference date. Quantity: _____
- □ 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, 2020. Please make sure to convert all fonts to curves and embed all images. Email artwork file to: BakersfieldWomen@gmail.com.

- □ Full Page — List price $450 / Exhibitor price $350
- □ Half Page — List price $235 / Exhibitor price $185
- □ Quarter Page — List price $125 / Exhibitor price $100

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. Reminder: There are no exceptions to set-up time as the facility dictates these. Requests for special arrangements will be denied.

PLEASE READ AND INITIAL EACH ELEMENT BELOW

SET-UP TIME (NON-NEGOTIABLE): Set-up times differ based on each location and will be communicated four (4) 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 the prior to the conference at Kwik Signs, Inc. 7101-D Rosedale Highway between the hours of 9am and 4pm. Pick-up dates will be communicated the month prior to Conference. Packets will contain a copy of the exhibitor map, your location, reminder of exhibitor rules, and lunch tickets. 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 the night before until 7:00am conference day. The Conference cannot be held liable for any missing items. **Initials_____**

EXHIBIT HOURS: You may begin dismantling your booth as early as 3:30pm, after Closing Session speaker has begun. If you dismantle during the Closing Session, you **must** have everything out of the walkways prior to 4:15pm. 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 and cannot be replaced**. 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: Cancellations will be considered up until January 10, 2020 but are not guaranteed to be accepted. **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/ Instagram: @BakersfieldWomen; 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 • 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: BWBCEXHIBITORS@GMAIL.COM

ORDER SUMMARY

Booth Fee: ◯ Rabobank ◯ Marriot ◯ Non-Profit

Quantity: _____ Total Booth Fee: $_____

Lunch Selection (maximum of 3 tickets per booth):

Lunch Only Ticket @$65 each	Quantity: _____	Total $_____
Boxes Lunch @$15 each	Quantity: _____	Total $_____
Program Advertisement	Quantity: _____	Total $_____

Total Lunch Fee: $_____

TOTAL DUE: $ _____

PAYMENT METHOD: Please indicate your method of payment. REMINDER: your booth is NOT secured until payment is received.

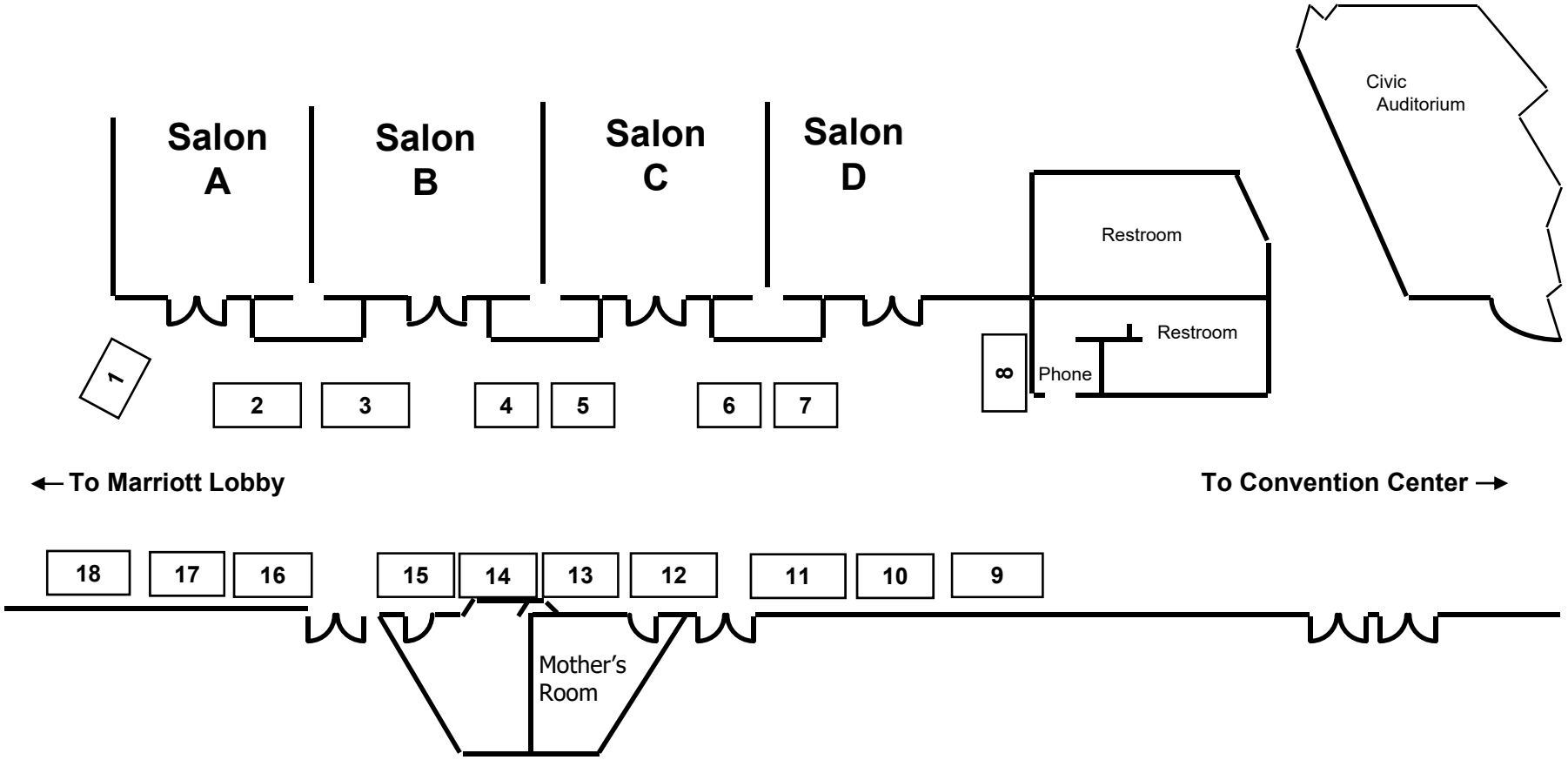
□ *Check Enclosed payable to "Bakersfield Women's Business Conference"*
□ *Credit Card (note: a 3% processing fee will be added to all cc payments)*

Paying by check: your order and payment will be recorded, and you will receive your receipt via email from PayPal once your application has been approved and processed.

Paying by credit card: An invoice will be generated via PayPal and emailed to you once your application has been approved. Once you make your payment you will receive a receipt via email from PayPal.

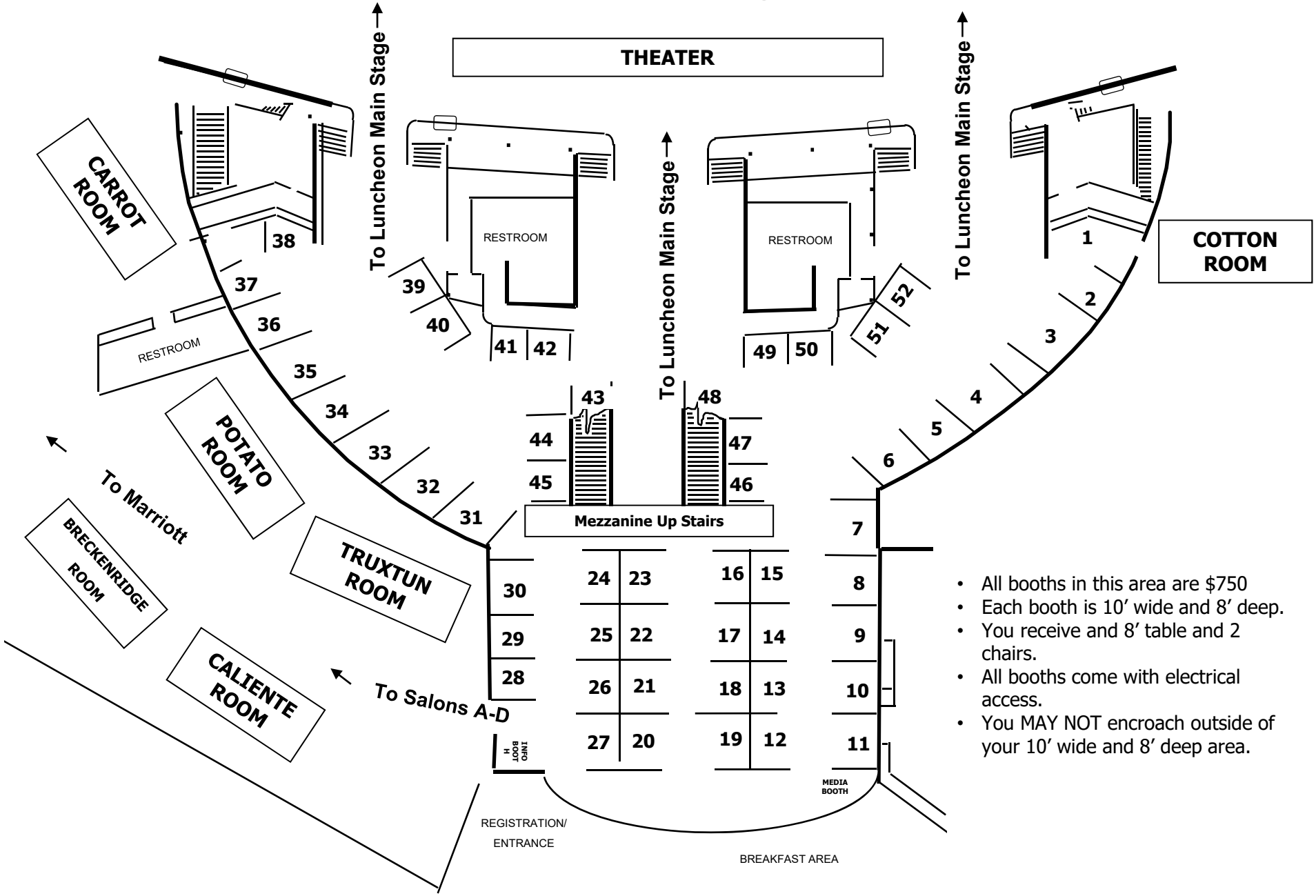
Payment Information ***(Your payment is tax-deductible (TAX ID 27-4473875)***

Marriott Layout



- All booths in this area are $600 ($250 if you are non-profit – limited to 8 spots).
- There is no booth pipe and drape.
- You will receive a 6' table and 2 chairs.
- You may not affix anything to the walls.
- All tables come with electrical access.
- You MAY NOT encroach outside of your 6' table space.

Rabobank Layout



- All booths in this area are $750
- Each booth is 10’ wide and 8’ deep.
- You receive and 8’ table and 2 chairs.
- All booths come with electrical access.
- You MAY NOT encroach outside of your 10’ wide and 8’ deep area.