

2022 Exhibitor Application

Thursday, April 28, 2022 • Mechanics Bank Arena Theater & Convention Center

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 – Mechanics Bank – 8' x 10' booth with pipe and drape, 8' table, and two chairs (48 spots available)
☐ \$100 – Non-Profit – Non-Profit booths will be available on our Whova platform.

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.

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 Chairperson. 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! **Any changes can be made at any time due to state mandates or facilities requirements. Any changes will be sent out via email**

RAFFLE ITEM

Each exhibitor representative **must provide** a raffle item (\$50 minimum value). Each exhibitor will be responsible for drawing the name, contacting the winner and distributing the gift. BWBC will not take possession of any raffle items. 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. This year there is only one lunch option. It is \$50 and will include lunch in the luncheon area. Enter quantities below; **you are limited to three (3) lunch tickets** (number of exhibitor representatives).

☐ Lunch Option @ \$50: Quantity: _____

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 February 05, 2022. Please make sure to convert all fonts to curves and embed all images. Email artwork file to: BakersfieldWomen@gmail.com.

- | | |
|---------------------------------------|------------------------------------------|
| <input type="checkbox"/> Full Page | List price \$450 / Exhibitor price \$350 |
| <input type="checkbox"/> Half Page | List price \$235 / Exhibitor price \$185 |
| <input type="checkbox"/> 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. Serving of alcohol is **strictly prohibited** by the venue.

Identify special booth set-up requests below:

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 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 at the end of conference – 1:45pm. All exhibitors are to be done by 4pm. 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, 2022 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 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 Mechanics Bank 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 Mechanics Bank 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: ☐ Mechanics Bank ☐ Non-Profit – Whova Platform

Quantity: _____ Total Booth Fee: \$ _____

Lunch Selection (maximum of 3 tickets per booth):

Lunch Option @\$50 each Quantity: _____ Total \$ _____

Program Advertisement Quantity: _____ Total \$ _____

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 once your application has been approved and processed.

Paying by credit card: An invoice will be generated and emailed to you once your application has been approved.

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