

Bumps Babies & Beyond

Exhibitor Booth Reservation Agreement

SHOW DATE AND LOCATION

June 4th, 2017 **11:00am – 4:00pm** **Las Cruces Convention Center**

Contact:

Business/Company:

Category:

Address, City, St, Zip:

Phone:

Onsite Phone:

Email:

Website:

BOOTH PRICE OPTIONS

Exhibitor Deadline is May 8th, 2017

Late fee of \$25 if paid after the date above

<u>Package</u>	<u>Booth Size</u>	<u>Price</u>	
Non Profit	5x10	Free	Please list Two Booth Choices: 1 st Choice Booth # _____ 2 nd Choice Booth # _____
Standard	10x10	\$175	
Platinum Corner	10x10	\$225	
End Cap	10x20	\$300	
Nook (only 2 available)	20x25	\$375	
Electricity Yes _____ NO _____		\$55	
(Discount does not apply to electricity) *all prices include tax			

Please note the following:

- Booth Choices are not guaranteed. Placement will be made on a first come, first serve basis.
- Both pages of the Reservation Agreement, signed and dated, and Payment are due at the time your reservation form is submitted.

**In order to complete your booth reservation and be eligible for our show,
please mail both pages of this form by May 8th to:**

Las Cruces Event Planning
Bumps Babies & Beyond
250 Cotorro Court Ste. B Las Cruces, NM 88005

If you have any questions please call Staci Mays at 575-522-1232 or email staci@lascruceseventplanning.com

Show and Set up Details

DISPLAY HOURS: 11:00am to 4:00pm. Removal of exhibit material at the conclusion of the move-out period is the responsibility of the exhibitor, NO EARLY BREAK DOWN!

DOOR PRIZE (ENCOURAGED): Exhibitors are asked to provide a door prize for attendees (\$50 minimum value please). All Exhibitors who provide a Door Prize will receive a list of all attendees & contact information after the event.

BAG ITEMS (ENCOURAGED): Exhibitors are asked to provide materials for baby bags that will be distributed to the first 300 registered guests. This can include (but is not limited to) promo items, business cards, CD's, samples, coupons, etc. Please drop off item a week before the event. Anything drop off after, is not guaranteed to be placed in the bags.

MARKETING: Event posters will be printed and placed around town. If you would like to have some at your business, please let us know. We also ask that everyone follow (and invite your friends to follow) the Bumps Babies and Beyond page on Facebook.

SET UP INFORMATION: Set up instructions, along with these reminders, will be emailed to all exhibitors 2 weeks prior to the event.

LIABILITY: The exhibitor agrees to make no claim for any reason whatsoever against Las Cruces Event Planning, Bumps Babies and Beyond and The Las Cruces Convention Center for loss, theft, damage, destruction of goods, for any injury to himself/herself or employees.

DAMAGE TO PROPERTY: Exhibitors are liable for any damage caused to the building, floors, walls, and columns in and around the exhibit property. Tape, pins, thumb tacks of any kind will not be permitted for hanging materials on walls or drape. Please make other arrangements or bring S hooks.

FIRE SAFETY AND HEALTH: The Exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation and operation of equipment.

Food Sampling: If you are providing food samples, they must be no more than 3oz servings.

EXHIBITOR'S RESPONSIBILITY: Each Exhibitor must keep at least one attendant in the booth at all times until breakdown.

EXHIBITOR'S IDENTIFICATION: there will be 2 Exhibitor passes for a 10x10 booth, 3 for a 10x20 and 4 for a 20x25 booth. Please encourage your staff to wear company shirts or name tags.

EXHIBIT SPACE: For every 5x10 exhibit space you'll receive 1 chair and a pipe and drape backdrop. For every 10x10 space you'll receive an 8ft draped table, 2 chairs, 10 foot pipe and drape backdrop, side railings. For every 10x20 space you will receive 2 8ft draped tables, 3 chairs, 10 foot pipe and drape backdrop, side railings. For every nook space you will receive 4 8ft draped tables and 4 chairs. Electrical outlets are available upon request and for an additional charge, which must be paid in advance. Electricity must be noted ahead of time for placement purposes. If electricity is requested onsite there will be an additional \$71 charge that must be paid before you connect.

EXHIBITORS ACCEPTANCE

I/We have read all the terms and conditions of this contract and hereby agree to the same.

I/We understand that no binding contract will be formed until this agreement is approved and signed by the authorized representative of the producer. Form is not considered until signed. Booth fees are non-refundable.

I, the duly authorized representative of the undersigned company, on behalf of the company, subscribe and agree to all the terms and conditions contained in the Exhibitor Agreement/ Booth Reservation.

Printed Name: _____ Title: _____

Signature: _____ Date: _____