

# 9th Annual Las Cruces Bridal and Special Events Showcase

## Exhibitor Booth Reservation Agreement

### SHOW DATE AND LOCATION

**January 27, 2019                      11:00am - 4:00pm                      Las Cruces Convention Center**

Contact:

Business/Company:

Category:

Address, City, St, Zip:

Phone:

Onsite Phone:

Email:

Website:

### BOOTH PRICE OPTIONS

**There will be a 20% discount on booth rates if paid by October 31, 2018  
and a 10% discount on booth rates if paid by November 30, 2018  
Exhibitor Deadline is December 15, 2018**

<u>Package</u>	<u>Booth Size</u>	<u>Price</u>	Please list Two Booth Choices:
Standard	10x10	\$380	1 <sup>st</sup> Choice Booth # _____ 2 <sup>nd</sup> Choice Booth # _____  <p style="text-align: center; color: purple; margin-top: 20px;"><b>For information on advertisement in the Las Cruces Bulletin's Wedding Guide, contact the Bulletin at 575-524-8061</b></p>
Platinum Corner	10x10	\$435	
End Cap	10x20	\$625	
Island	20x20	\$815	
<b>Electricity</b> Yes _____ NO _____ (Discount does not apply to electricity) *all prices include tax		\$55	

**Plases 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 December 15, 2018 to:**

**Las Cruces Bridal and Special Event Showcase  
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](mailto: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). 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 bridal 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.

**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 Las Cruces Bridal Showcase page on Facebook or direct people to the site [www.lascrucesbridalshowcase.com](http://www.lascrucesbridalshowcase.com).

**SET UP INFORMATION:** Set up instructions, along with these reminders, will be emailed to all exhibitors 3 weeks prior to the event.

**LIABILITY:** The exhibitor agrees to make no claim for any reason whatsoever against Las Cruces Event Planning, Las Cruces Bridal & Special Event Showcase, Las Cruces Convention Center or The Las Cruces Bulletin 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 20x20 booth. Please encourage your staff to wear company shirts or name tags.

**EXHIBIT SPACE:** For every 10x10 exhibit space you'll receive an 8ft draped table, 2 chairs, 10 foot pipe and drape backdrop, side railings (Island spaces will not receive P&D). 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: \_\_\_\_\_