



EXHIBITOR AGREEMENT

Tracy Women's Forum - 11th Annual Conference
Friday, March 13, 2009
8:00 a.m. to 3:00 p.m.

Exhibitor Check in and Set-up:
Thursday, March 12, 2009
4:00 to 6:00 p.m. ONLY

EXHIBITOR INFORMATION

Exhibitor/Business Name: _____
Owner Name: _____
Street Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

TERMS

1. Exhibitor agrees to participate in the Tracy Women's Forum - 11th Annual Conference (hereinafter "Event") hosted by the Tracy Women's Forum Association (hereinafter called "Host") on March 13, 2009 from 8:00 a.m. to 3:00 p.m.
2. As a participating exhibitor, Exhibitor agrees to pay the applicable fees payable to: **Tracy Women's Forum Association**. Payment in full must be submitted in advance of the Event along with this signed agreement. No exceptions.
3. Exhibitor Packages & Fees:
 - **Main Lobby Booth** / Payment of \$100 includes: One 4ft table or a shared 8ft table space and 1 meal ticket.
 - **Main Lobby Booth** / Payment of \$200 includes: One **8ft table** and 2 meal tickets..
 - **Conference Area Booth** / Payment of \$125 includes: One 4ft table or a shared 8ft table space and 1 meal ticket.
 - **Conference Area Booth** / Payment of \$225 includes: One **8ft table** and 2 meal tickets.
4. Table space is limited and not guaranteed.
5. Additional meal tickets available for purchase at \$20ea.
6. Exhibitor understands that there are no refunds for any cancellation unless the event is cancelled by the Host.
7. Should Host cancel the event, Exhibitor agrees to waive any claim for damages arising from such cancellation.
8. Exhibitor understands and agrees that table space will be assigned at the sole discretion of Host. No reservations or special requests will be considered.

9. Exhibitor agrees to conduct him or herself with professionalism and courtesy during the Event and understands that its failure to do so may result in the removal of Exhibitor from the Event, with no refund. **Business attire is required.**
10. Exhibitor solely is responsible for providing all of the following:
 - Staff for Exhibitor's table (Maximum of 2 representatives per booth)
 - One sign or banner with Exhibitor's company/business name and logo ("11x"17 sign preferred / Banners no bigger than '2x3')
 - Promotional materials, such as brochures or other literature
 - One Raffle prize (valued at \$25 or more) to be presented to the winner at the close of event.
 - Exhibitors must bring a container for collecting raffle entries.
11. Exhibitor understands that Planner will provide each Exhibitor with the following:
 - One 4ft or 8ft table, depending on their selected package.
 - Verbal acknowledgement of Exhibitor participation during conference announcements.
12. **Exhibitor assumes all responsibility for any and all loss, theft and/or damage to Exhibitor's displays, equipment and other property while participating in Event, and hereby waives any claim or demand it may have against the Tracy Women's Forum Association arising from or in connection with the Exhibitor's participation in Event. In addition, Exhibitor agrees to indemnify, hold harmless and defend Tracy Women's Forum Association from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property arising from Exhibitor's participation in the Event.**

The individual signing this Agreement represents and warrants that he/she has read and understands the above and is duly authorized to execute this binding contract on behalf of the Exhibitor.

Name (print): _____

Signature: _____

Title: _____

Company: _____

Date: _____

***Fax completed form to: 888.217.2740
Payment may be mailed to: TWFA 1852 W. 11th Street #408 Tracy, Ca 95376***