



Brought to you by Womens Expo Forum, LLC

Teaming Up With The Community

2009 Contract - Arena Expos

Promoter/Designer: Patsy Anderson

Womens Expo Forum, LLC - Arena Expos - 410-744-4042

www.ArenaExpos.com

Location: Harrisburg Farm Show Complex, 2300 N. Cameron St, Harrisburg, PA 17110

Fees: Non-refundable - All fees include: Website Exhibitor Listing, Exhibitor Workshop, and Networking Lunch (when applicable) and Reception. Fees can be paid on-line at www.ArenaExpos.com -- you MUST send in this contract.

Please CHECK the EXPO(s) in which you wish to participate. A separate contract is NOT required for EACH EXPO unless you switch packages.

JAN 24 — Meet & Greet Expo	MAR 28 – Women’s Expo & Conference	ARP 11 - Karma Fest Green & Healthy Life Style
MAY 2 – Minding Your Own Business Health, Wealth & Self Expo	MAY 30 – Where Networking is a Contact Sport - Simple Tech & Sports Expo	JUN 27 – Summer Fest Parties, Pets & Places Expo

ARENA SHOW SPONSOR PACKAGE - \$1500-\$2000

- 1 Double Exhibitor Space (20 x 10') with Electric
- 1 Internet Access (upon request)
- 1 Skirted Table
- 2 Chairs
- 1 Email Listing on Website
- 1 Website Listing on Website
- 3 Month SideBar Banner Ad
- Media Mentions
- 1 Well-Connected Networking Business Listing with links to your site & email
- 3 Passes to Well-Connected Networking which includes 1 Guest
- 4 Exhibitor Passes
- 4 Ticket to Expo Workshop
- 25 Guest Vouchers to Arena Expo & AIFA Football Game (upon request)
- 1 Year Website Listing with Photo, Company Name, Contact Info and Phone No. (stays on website indefinitely)

ARENA CORPORATE PACKAGE - \$500

- 1 Exhibitor Space (10' x 10') with Electric
- 1 Skirted Table
- 2 Chairs
- 1 Email Listing on Website
- 1 Website Listing on Website
- 3 Month SideBar Banner Ad
- 1 Well-Connected Networking Business Listing with links to your site & email
- 3 Passes to Well-Connected Networking which includes 1 Guest
- 2 Exhibitor Passes
- 2 Ticket to Expo Workshop
- 5 Guest Vouchers to Arena Expo & AIFA Football Game (upon request)
- 1 Year Website Listing with Photo, Company Name, Contact Info and Phone No. (stays on website indefinitely)

ARENA BUSINESS PACKAGE - \$250

- 1 Exhibitor Space (10' x 10') with Electric
- 2 Exhibitor Passes
- 2 Ticket to Expo Workshop
- 5 Guest Vouchers to Arena Expo & AIFA Football Game (upon request)
- 1 Year Website Listing with Photo, Company Name, Contact Info and Phone No. (stays on website indefinitely)

ARENA MERCHANT PACKAGE - \$150

- 1 Exhibitor Space
- 1 Exhibitor Pass
- 1 Ticket to Expo Workshop
- 1 Year Website Listing with Photo, Company Name, Contact Info and Phone No. (stays on website indefinitely)

Item and Services Provided	Qty	Fee	TOTALS
Package <input type="checkbox"/> -Show Sponsor \$1500-\$2000 <input type="checkbox"/> -Corporate \$500 <input type="checkbox"/> -Business \$250 <input type="checkbox"/> -Merchant \$150			
1 Table & 2 Chairs (when not included in package - limited amount available)		\$10.00	
Electric Access (when not included in package) - Exhibitor must provide: 1 20 ft. extension cord with Triple Tap (3-prong) and Outlet Strip with 6 (3-prong) outlets - limited electrical access.		\$40.00	
Additional Listing - additional AIFact name and phone number added to Website (each)		\$15.00	
WEBSITE EXTRAS			
Email Link – Have your email link on the website so people can contact you immediately.		\$ 10.00	
Website Link – Have your website link on the website so people can visit your website.		\$ 10.00	
Additional Advertising Options, such as Banner and SideBar ads are available on the website.		TOTAL	

Pay fees online at www.ArenaExpos.com -or- Make checks payable to: **Womens Expo Forum, LLC**

Please MAIL Contract and checks to: **Womens Expo Forum, LLC**
422 Rockway Drive
Catonsville, MD 21228 or Fax Contract to **410-788-3545**

You will receive notifications and information regarding the Expo(s) through our email listserv (you will receive an individual email and your email address is kept private). If your email provider does not allow automatic subscriptions you will be required to join the listserv (you will receive an email invitation). The listserv is how we will communicate with the exhibitors – we will not be making phone calls or sending information via regular mail.

Regular visits to the website will help keep you prepared and informed.

2009 Exhibitor Information

PLEASE TYPE (or print) ALL INFORMATION. Upon receipt of your full payment the information you provide in the box below will be listed on the Expo's website and may be used in other Expo advertising. Please visit the Website to confirm your information is correct.

If there is an error on the website, please email webmaster@arenaexpos.com with the correction.

ADVERTISING and WEBSITE INFORMATION: How your information will appear in our advertising and on the website. Provide email and website for our records.

Business Name:	
Representing Co. Name:	<i>If you are representing a company or product other than your own business name, you must provide the name of the company or product you are representing.</i>
Type of Business:	
Business Phone:	
Your Name:	
Email Address	
Website Address	
Briefly describe your business, organization, or service.	

Additional Listing Information (If you paid for an extra contact listing provide information below)

Additional Contact Person's Name:	
Additional Phone:	
Additional Email / Web Link	

PERSONAL CONTACT INFORMATION: We require this information.

This info will NOT be published. *It is very important that you list an email address so that we can contact you..*

Mailing Address:	
City, ST, Zip	
Personal Phone:	
Email address:	
Website address:	

I apply for participation in the 2009 Arena Expos Networking Events to be held on the dates indicated above. By signing (by hand or electronic) below, I agree to the governing guidelines of the Arena Expos as stipulated in this contract, and that I have understood the terms and conditions of this contract. (These guidelines are also posted on the Expos Website for your review.) I understand that all fees paid are non-refundable.

Signature: _____ Date: _____

Expo Guidelines

REFUND POLICY (Please Read)

The Expo maintains a strict policy of no refunds. Exhibitors receive benefits year round. These benefits include: advertising, website listing, magazine publication listing, program listing, networking workshop, networking reception, exhibiting, and year-round support. *Thank you for understanding our policy.*

EXHIBITORS – are requested to attend the Exhibitor Workshop.

EXHIBIT BOOTHS

Set-up - Times will be posted on the website and sent via the email listserv.

Staffing - Booths must be staffed at all times. Failure to comply can result in expulsion from the show.

Booths must be staffed one hour prior to the opening of the event.

All exhibitors are expected to attend the opening ceremony (if held).

If you are presenting workshops or speaking, or need to take a break and you have no one to cover your booth, please let us know. Our staff (or a booth neighbor) can assist in covering your booth. Make arrangements ahead of time. Our staff is not responsible for sales or merchandise during your absence.

Breakdown – No early breakdowns. Failure to comply will result in exclusion from future shows. At the *conclusion* of the Expos, exhibitors are expected to dismantle their booth and remove all materials. Materials left behind will be placed in trash receptacles.

Specifics - Only the organization responsible for the exhibitor contract may occupy the space. Your booth must represent *only* the business that is contracted with the Expo.

Size - Exhibit space is approximately 8 ft. x 10 ft (limit of two chairs).

Presentation – Tables must be draped on *all* sides and covered to the floor.

- Exhibitors must provide their own table drapes. (Profession table covers recommended).
The Promoter reserves the right to require unpresentable table coverings to be redone.
- Any merchandise placed under the tables should not be in view.
- Please do not place purses and coats on chairs. These items should be out of view.

Electric

- **Electrical access is limited** and will be provided only if requested on contract.
- All electrical cords and wiring are to be supplied by the exhibitor and must be taped to the floor.
- Two 50 ft. extension cords, a triple tap, and an outlet strip with six outlets will be required.
- All exhibit material must conform to fire and electrical codes of the facility.

Audio - Please keep audio devices at a “tolerable” level. Devices that are disturbing to neighboring exhibits may be asked to lower sound levels.

Disclaimer

The Expos, Womens Expo Forum, LLC and the hosting facility are not be responsible for any loss, damage, or injury that may occur to the exhibitor, exhibitor’s employees, or exhibitor’s property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit application. The exhibitor, in signing the exhibit contract, expressly releases the Expo, Womens Expo Forum, LLC and/or the hosting facility from, and agrees to indemnify same, against any and all claims for such loss, damages or injuries.

If you have difficulty accomplishing any of the above, please contact the show promoter, Patsy Anderson, at 410-744-4042.