

**CELEBRATION OF EXCELLENT WOMEN
VENDOR AND SPONSOR CONTRACT
Sandia Resort & Casino
Thursday, September 10, 2009
3:00 PM-6:30 PM**

In accordance with the Rules (which are a part of this contract) governing the exhibits to be held at the Celebration of Excellent Women (CEW), the undersigned hereby makes application for exhibit space.

1. COST OF EXHIBIT SPACE

Exhibit space is priced at \$250 for a six (6) foot draped table and two (2) chairs. Exhibit space prices increase to \$275 after July 1st. Platinum Sponsors pay \$1200 and Gold Sponsors pay \$600.

2. PAYMENT OF EXHIBIT SPACE

Full payment for exhibit space is due with this application; vendor space assignment will not be guaranteed before complete payment has been received; payment method accepted is VISA/MC – celebrationofexcellentwomen.com or check; make checks payable to: Celebration of Excellent Women and mail to:

Diane Furie
507 Alamos Rd.
Corrales, NM 87048
505/890-5062

3. ASSIGNMENT OF EXHIBIT SPACE

- Notice of vendor space assignment will be E-mailed to you upon receipt of your payment in full and signed Vendor Contract.
- Final approval of space assignments will be made by the CEW Executive Planning Committee with full consideration given to the date of receipt of application, competing products and/or services and general grouping for proper display and comparison.
- Sponsors will have priority for booth locations
- IF YOU HAVE ANY SPECIAL NEEDS, LET US KNOW IMMEDIATELY—electricity, etc.
- There is an additional charge of \$30 for electrical access in your booth that must be included when submitting payment for your booth. This additional charge does not pertain to Platinum or Gold Sponsors.

4. Vendor Training Sessions

Vendors and Sponsors are **required** to attend one of two Vendor Training sessions, if at all possible. Dates, times and location(s) are to be determined.

5. DOOR PRIZES

We are collecting giveaways in gift certificate form; it must be an item or service, not a discount on a product or service; you can contact Kristen Garcia (kikiskrums@yahoo.com) to let her know you will be supplying one---no obligation; if you'd like to have an additional drawing at your vendor table, do so

Company Information

Company Name _____

Name _____ Title _____

Address _____

City/State/Zip _____

Phone (____) _____; Cell Phone (____) _____

Email Address _____

Payment Information

Credit card: Mastercard Visa

CC# _____ Expires _____ CVV# _____

Signature _____ Print

Name _____ Date _____

RULES & REGULATIONS

Contract for Space

The application for space and the formal notice of assignment by the Celebration of Excellent Women (referred to as CEW) constitute for the right to use the space allotted. In the event of fire, strikes, or other uncontrollable circumstances, rendering the building unfit or unavailable for use, this contract will not be binding.

1. Payment for space/cancellation fee

Payment for exhibit space must be made with this application; ½ of the space rental will be charged to you as a cancellation fee if your contract is cancelled prior to August 21, 2009. No refund will be made for cancellation after August 21, 2009

2. Space equipment and services

CEW agrees to provide to the vendor a single 6' draped table and 2 side chairs. Sponsors will have an 8' draped table and chairs.

3. Exhibit hours

CEW reserves the right to make modifications in the exhibit hours as may be necessary to meet event needs

4. Installation/Dismantling

Move-in starts at 8:00 a.m. the day of the event. There are two ways you may unload your materials:

1. You may use the West side loading dock if you have a hotel ID, which will be distributed to you by the CEW committee members.
2. Unloading at the hotel/front entrance is permitted, but you must not leave your materials unattended.

No dismantling of vendor space shall occur before 6:30 pm; any space not claimed and occupied by 2:30 pm, 9/10/09 may be reassigned without refund unless previous arrangements have been made with CEW. Platinum Sponsors are asked to deliver their banners to in the morning, so the hotel staff has ample time to hang them.

5. Restrictions in use of space

All demonstrations or other sales activities must be confined to the limits of the exhibit space; no vendor can share the whole or any part of the space allotted; displays should not be placed in such manner as to interfere with other vendors; nothing can be displayed beyond the assigned exhibit space.

6. Noise-Making Exhibits

Exhibits which include the operation of musical instruments, radios, sound systems or any noise-making machines must be conducted or arranged so as to not disturb or annoy adjacent vendors and their patrons; operators of noisemaking exhibits must secure approval of CEW before the event.

7. Liability

CEW, and their representatives or committee members, shall not be held responsible for any injury, loss or damage that may occur to the vendor or to the vendor's representatives or property from any cause whatsoever; the vendor, on signing this contract, expressly releases CEW and its individual representatives from any and all claims for such loss, damage or injury.

These rules/regulations are a part of the contract between the vendor and CEW. They have been formulated for the best interests of the vendors. The CEW Executive Planning Committee respectfully asks the full cooperation of the vendors in their observance. All points not covered are subject to the decision of the CEW Executive Planning Committee.

I'VE READ AND ACKNOWLEDGED THE RULES & REGULATIONS OF THIS VENDOR CONTRACT AND AGREE TO ADHERE TO THOSE SET FORTH HEREIN.

Signature _____ Date _____

NOTE: Please complete the company information complete with signature, make selections for your vendor table location (item #4), sign the above and make a copy for your records and return a copy to:

**Audrey Ryan
Vendor Chair, CEW 2009
9825 Cameron St. NW
Albuquerque, NM 87114
Audrey@showcaseconnections.com**