



# COLORADO SPRINGS WOMEN'S EXPO WITH A CAUSE

WWW.WOMENSLIVINGEXPO.COM

Thank you for reserving Exhibit Space in the 15<sup>th</sup> ANNUAL Colorado Springs Women's Expo With A Cause. The following information is provided to help you plan your exhibit.

## - EXHIBITOR INFORMATION -

**EXPO VENUE:** Norris Penrose Event Center  
1045 Lower Gold Camp Road  
Colorado Springs, CO 80905  
Phone: 719-635-1101 Fax: 719-475-0889  
<http://norrispenrose.com>

**EXHIBITOR MOVE-IN:** Friday September 18<sup>th</sup> 9am-7pm All booths must be moved in by 7pm

**EXPO DATES & TIMES:** Saturday September 19<sup>th</sup> 10am-5pm Exhibitors have access to building at 8am  
Sunday September 20<sup>th</sup> 11am-4pm Exhibitors have access to building at 10am

**EXHIBITOR MOVE-OUT:** Sunday September 20<sup>th</sup> 4pm-6pm Breaking down exhibits before 4pm will result in a \$100 fine.

**DISCOUNTED TICKETS:** Exhibitors may purchase additional tickets for \$3 in advance. Go to [www.womenslivingexpo.com/wp-content/uploads/2020/03/CS\\_2020\\_AdvanceTicketOrderForm](http://www.womenslivingexpo.com/wp-content/uploads/2020/03/CS_2020_AdvanceTicketOrderForm).

## FREE PARKING

## - CONTACT INFORMATION -

### MAILING ADDRESS

Donnell Productions  
75 Old Post Road  
Southport CT, 06890

### PHONE/FAX

Office Phone 203-259-3351 Fax (203) 259-3354

### EMAIL

General: [wlexpos@womenslivingexpo.com](mailto:wlexpos@womenslivingexpo.com)  
Executive Director Barbara Donnell: [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com)  
Expo Manager Brad Walsh: [brad@womenslivingexpo.com](mailto:brad@womenslivingexpo.com)

### SOCIAL MEDIA

[www.womenslivingexpo.com/coloradosprings2020/](http://www.womenslivingexpo.com/coloradosprings2020/)  
<http://www.facebook.com/coloradosprings>

## - DECORATOR CONTACT INFORMATION -

### KLS PRODUCTION SERVICES

Order forms for additional furniture, carpet, drape or display items for your booth can be found at

[KLS 2020 WEXPO Vendor Kit](#)

Phone: 719-231-3916

[klspro719@gmail.com](mailto:klspro719@gmail.com)

## - BOOTH INFORMATION -

**BOOTH FURNISHINGS:** 8' H Black Backdrape, 3' H Black Sidedrape, 6' Black skirted Table, 2 Chairs and ID Sign  
FREE Internet, 5 Staff Badges and 10 Complimentary Tickets to distribute as you wish.

**EXHIBIT DISPLAYS:** Only products and services listed on your contract may be exhibited.

**STANDARD ELECTRICAL OUTLET:** Order In Advance \$30 – We will not be taking electrical orders at the Expo.

**BOOTH BANNERS:** The best size for banners for your 10'x10' exhibit is 8'Wx3'H.

**SALES TAX FOR COLORADO SPRINGS is 8.25%**

**LOCATION OF YOUR EXHIBIT:** Donnell Productions reserves the right to make modifications and change exhibit space assignments as be necessary and to adjust the floor plan at any time to meet the needs of safety requirements and traffic flow.

**ADVANCED SHIPPING** to the building will need to be received on **Friday September 18<sup>th</sup>** between the hours of 9am and 5pm. Include the COLORADO SPRINGS EXPO WITH A CAUSE and your COMPANY NAME on the shipping label.

## - EXPO SECURITY -

**SECURITY** is provided for your protection however we are not responsible for theft of merchandise or personal theft. We suggest that you take precautions and not leave valuable items in your booth overnight. Door Guards and a Security Officer are on duty during the hours that the Expo is open to the public. As a safety precaution your Exhibit Space should not be left unattended during Expo hours.

## - INSURANCE -

**EXHIBITORS** shall assume all responsibility for damages to the Exposition facility and property, and it shall indemnify and hold harmless Donnell Productions from all liability that might arise from any cause whatsoever including accidents or injuries to exhibitors, their agents and their employees and to attendees at the Expo. A Certificate of Insurance shall name Donnell Productions as a co-insured.

## - CANCELLATION/FAILURE TO SET UP -

**CANCELLATIONS** received less than three months prior to the EVENT will receive no refund or credit and the Exhibitor is responsible for full payment. Failure to set up does not entitle the Exhibitor to any refund for sums paid for exhibit space.

## **- STAND OUT IN THE CROWD -**

### **PRE-EXPO**

**Let us spread the word about your participation In the Expo with your FREE POST on the Colorado Springs Women's Expo Facebook page.** Email to [bdonnell@womenslivingexpo.com](mailto:bdonnell@womenslivingexpo.com) a brief description of your show specials or giveaway and any information you want shared in your post along with photos or a video, your Facebook page link and/or website link. We will then create a post on our FB page and tag your business. **BE SURE TO GO TO OUR PAGE AND SHARE WITH YOUR COMMUNITY!**

**We will also provide you with Customized Digital Invitations To E-Mail To Your Data Base**

**AT THE EXPO - With creative exhibit design you can tell your brand story and drive marketing results.**

- Prize Giveaway
- Gift Bags
- Custom Designed Banners & Marketing Materials
- Stage Presentation