



COLORADO SPRINGS WOMEN'S EXPO WITH A CAUSE

SIP.SAMPLE.SHOP & SHARE THE FUN AT THE EXPO!

WWW.WOMENSLIVINGEXPO.COM

Thank you for reserving Exhibit Space in the 16th 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 Nov. 5 th	8am-6pm	All booths must be moved in by 6pm
EXPO DATES & TIMES: Saturday Nov. 6 th	10am-5pm	Exhibitors have access to building at 8am
Sunday Nov. 7 th	11am-4pm	Exhibitors have access to building at 10am
EXHIBITOR MOVE-OUT: Sunday Nov. 7 th	4pm-6pm	Breaking down exhibits before 4pm will result in a \$100 fine.

DISCOUNTED TICKETS: Exhibitors may purchase additional tickets for \$3 in advance. See Form

EXHIBITOR PARKING – Park in designated exhibitor parking area on the long EAST side of the building.

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
Executive Director Barbara Donnell: bdonnell@womenslivingexpo.com
Expo Manager Brad W.: brad@womenslivingexpo.com

SOCIAL MEDIA

www.womenslivingexpo.com/coloradosprings2020/
<http://www.facebook.com/coloradosprings>

- DECORATOR CONTACT INFORMATION -

KLS PRODUCTION SERVICES

Order forms for EXTRA/additional furniture, carpet, drape or display items for your booth

Contact Kirk Standley by email: klspro719@gmail.com

- BOOTH INFORMATION -

BOOTH FURNISHINGS: 8' H Black Backdrape, 3' H Black Sidedrape, **8' Black covered Table**, 2 Chairs and ID Sign
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 \$65 – PREORDER ONLY - We will not be taking electrical orders at the Expo.

WIFI: The Wi-Fi connection in the building is very limited and is available for vendors who need credit card payment systems at the Expo. There is no charge for Wi-Fi, but it is not public wifi. **If you plan to show video at the expo, you can not stream it on Wi-Fi, please bring a local file copy (overuse will crash the connection).**

BOOTH BANNERS: The best size for banners for your 10'x10' exhibit is 8'Wx3'H or 6'Wx30"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.

SHIPPING to the building will need to be received on **Thursday Nov 4th or Friday November 5th** between the hours of 9am and 5pm.

LABEL AS BELOW:

Colorado Springs Women's Expo With A Cause

Norris Penrose Event Center

1045 Lower Gold Camp Rd.

Colorado Springs, CO 80905

Attn: Your Company Name, Booth number.

- 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.

- EXPO HOTEL -

TO BE ANNOUNCED

- EXPO PRINTER -

TO BE ANNOUNCED

- 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 wlexpos@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