



EXHIBITOR BOOTH RESERVATION AGREEMENT

Please fill out completely. If you have questions please contact Amanda (Morris) Collier at 575-522-1232 or at amandam@helpinghandsevents.com

EXHIBITOR INFORMATION		
Company Name:		
Contact:	Category:	
City, St, Zip:		
Phone:	Fax:	Other:
Email:		
Website:		
SHOW DATE AND LOCATION		
February 26th, 2012	11:00 a.m.—4:00 p.m.	Las Cruces Convention Center
BOOTH PAYMENT AND OPTIONS		
There will be a 20% discount on booth rates if paid by October 1, 2011 & 10% discount on booth rates if paid by December 1, 2011		
<u>Package</u>	<u>Booth Size</u>	<u>Price</u>
Standard	10x10	\$300
Platinum Corner	10x10	\$350
End Cap	10x20	\$500
Island	20x20	\$650
Electricity		\$25
		TOTAL CONTRACTED AMOUNT: \$ _____

I/We have read all the terms and conditions of this contract, including those on page 2, and hereby agree to the same. I/We understand that no binding contract will be formed unless and until this agreement is approved and signed by the authorized representative of the producer. Booth fees are non refundable. No Cancellations.

X _____
 Exhibitor Printed Name Date

X _____
 Las Cruces Bridal Show Representative Date

Las Cruces Bridal and Special Event Showcase

Tel: 522-1232 ~ Fax: 526-1218 ~ PO Box 15150 ~ Las Cruces ~ NM ~ 88004

TO REGISTER: Please sign and return all of this Exhibitor Agreement with the full payment. Checks should be payable to Las Cruces Bridal & Special Event Showcase and sent to: Las Cruces Bridal Special & Event Showcase, P.O. Box 15150 Las Cruces, NM 88004

DISPLAY HOURS: Display hours are from 11:00 a.m. to 4:00 p.m. Removal of exhibit material at the conclusion of the move-out period is the responsibility of the exhibitor. **NO EARLY BREAK DOWN!**

LIABILITY: The exhibitor agrees to make no claim for any reason whatsoever against Helping Hands Event Planning LLC, Las Cruces Bridal & Special Event Showcase, Las Cruces Convention Center or other contractors for loss, theft, damage, destruction of goods, for any injury to himself/herself or employees.

DAMAGE TO PROPERTY: Exhibitors are liable for any damage caused to building, floors, walls, and columns in and around the exhibit property.

FIRE SAFETY AND HEALTH: The exhibitor agrees to accept full responsibility for compliance with local, city and state fire, safety and health ordinances regarding the installation of operation of equipment.

EXHIBITOR'S RESPONSIBILITY: Each exhibitor must keep at least one attendant in the booth at all times until breakdown.

EXHIBITOR'S IDENTIFICATION: All exhibitors must be registered and wear the provided name tags at all times. There will be 2 exhibitor passes for a 10x10 booth, 3 for a 10x20 booth, and 4 for a 20x20 booth.

EXHIBIT SPACE: 10x10 exhibit space includes 6 foot draped table, 21 chairs, 8 foot pipe and drape backdrop, side railings. Electrical outlets are available upon request and for an additional charge.

DOOR PRIZE (OPTIONAL): Exhibitors are asked to provide a door prize to be raffled off to attendees (\$25 minimum value please). All Exhibitors who provide a Door Prize will receive a visit of all attendees & contact information after the event.

GOVERNING LAW: This agreement shall in all respects be governed by the laws of the State of New Mexico.

EXHIBITOR'S ACCEPTANCE

I, the duly authorized representative of the undersigned company, on behalf of the company, subscribe and agree to all the terms and conditions contained in the Exhibitor Agreement/ Booth Reservation.

Name: _____ Title: _____

Company: _____

Signature: _____ Date: _____

In order to complete your booth reservation, please mail both pages of this completed form by January 30, 2012 with your payment to:

Las Cruces Bridal and Special Event Showcase

P.O. Box 15150

Las Cruces, NM 88004.

We know you have a choice in marketing your business and we thank you for choosing the Las Cruces Bridal & Special Event Showcase.

Las Cruces Bridal and Special Event Showcase

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