

# Exhibitor Information ORDER FORM



**September 22 & 23, 2011 • 10am to 8pm • Boise Centre**

Date \_\_\_\_\_

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**Day of Show / On-Site Contact Person:**

\_\_\_\_\_

**Cell:**

\_\_\_\_\_

### EXHIBITOR BOOTH(S) COST

8' D x 10' W Booth \$750  
8' D x 20' W Booth \$1500

### EACH BOOTH SPACE INCLUDES:

- One 8' skirted table
- Two folding chairs
- Skirting and partitions of 3' sides
- 8' H backdrop

You may supply any additional furnishings, decoration, props, etc. that you need which will fit within your booth space.

If you will be bringing a large amount of additional equipment, fixtures or stock, which will require additional load-in time and labor, please make arrangements prior to the show with Lynn Neil, Women's Show Coordinator by phone 208-381-2226 or by fax 208-381-2224.

***Please retain a copy of all submitted forms for your records.***

### MAIL, FAX OR E-MAIL THE COMPLETED FORMS TO:

LYNN NEIL, ST. LUKE'S CELEBRATION WOMEN'S SHOW  
608 WEST HAYS • BOISE, ID 83702

### PLEASE RETURN THE FOLLOWING FORMS:

- |   |   |
|---|---|
| <input type="checkbox"/> Exhibitor Information Form           | <input type="checkbox"/> Booth Selection Form |
| <input type="checkbox"/> Additional Equipment Form            | <input type="checkbox"/> Recycling Form       |
| <input type="checkbox"/> Signed copy of the Rules of the Show |   |

### BOOTH:

- |  |          |
|--|----------|
| <input type="checkbox"/> One 8' x 10' booth (\$750)  | \$ _____ |
| <input type="checkbox"/> One 8' x 20' booth (\$1500) | \$ _____ |
| <input type="checkbox"/> Additional Equipment        | \$ _____ |

**\$** \_\_\_\_\_

### TOTAL PAYMENT

- My check is enclosed  
(Please make checks payable to St. Luke's Celebration Women's Show)  
Payment due by **May 31, 2011**

Please charge my  VISA  MasterCard  AmEx  Discover

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Exp. date: \_\_\_\_\_

**I HAVE READ AND AGREE TO ABIDE BY THE RULES OF THE SHOW:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Booth Selection

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BOOTH PREFERENCE:  
#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_  
*Celebration Sponsors receive priority placement*



- Sponsor Locations
- Booths L21 - L31 are 10' w x 6' d

Map subject to change.

**Please return this form with your registration materials to:**

ST. LUKE'S CELEBRATION WOMEN'S SHOW • 608 WEST HAYS • BOISE, ID 83702  
For more information, please call Lynn Neil, Women's Show Coordinator, (208) 381-2226 • Fax (208) 381-2224 • neill@slhs.org

# Additional Equipment ORDER FORM



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## Electrical Services

**Electrical service is not included** in the registration price. To use power, you must order and pay for it before the show. **Please return this form, even if no power is required.**

No power required in our booth.

I will need electrical services:

Quantity	Item	Cost until Aug. 5	After Aug. 5	Cost
_____	Basic Power - 110 Volt 20 Amp outlet	\$30.00	\$50.00	_____
_____	220 Volt outlet	\$110.00	Not available	_____
_____	Additional 6-outlet power strip	\$5.00	\$7.00	_____

All motors or heavy draw equipment require separate circuits. All electrical will be inspected for safe operation by Boise Centre. If your electrical needs for safe operation exceed what you have requested, you will be informed and charged accordingly.

## Additional Equipment

I will not need provided items (two chairs and one 8' table)

I will need additional equipment:

Quantity	Item	Cost until Aug. 5	After Aug. 5	Cost
_____	6' table	\$18.00	\$24.00	_____
_____	6' table and skirt	\$30.00	\$44.00	_____
_____	8' table*	\$20.00	\$28.00	_____
_____	8' table and skirt	\$30.00	\$48.00	_____
_____	42" tall cocktail table**	\$30.00	\$45.00	_____
_____	Chair*	\$3.00	\$5.00	_____
_____	Easel	\$8.00	\$10.00	_____
_____	27" TV / DVD with cart	\$50.00	\$75.00	_____
_____	32" Plasma TV / DVD with cart	\$125.00	\$150.00	_____

\*Booth Fee includes two chairs and one 8' table

\*\* A VERY limited number of cocktail tables available

## Telephone and Internet services

A limited number of telephone and high-speed internet access lines are available.

Quantity	Item	Cost until Aug. 5	After Aug. 5	Cost
_____	Telephone	\$100.00	\$150.00	_____
_____	Internet access	\$100.00	\$150.00	_____

(Free WiFi is available at the Boise Centre)

**TOTAL** (this page): \_\_\_\_\_

**Electrical equipment pre-show deadline: August 5, 2011**

**Please return this form to St. Luke's Celebration Women's Show with your registration materials.**

# Recycling & Waste Reduction



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At the Celebration Women's Show, we are proud of our growing commitment to be a responsible steward of our city and the planet. This year we hope to continue to work toward becoming one of Boise's Greenest events. With this in mind, we encourage you to take a few steps during the Women's Show to assist our waste reduction and recycling efforts.

At an event of this nature, the easiest material to capture for recycling is cardboard. Upon setting up your booth, and throughout the show, we ask that all cardboard containers be broken down and set aside for collection by Volunteers from the Green Team. As space is limited, please designate any boxes you want to keep for post-show shipping / packing and discuss storage options with the Green Team Coordinators during Move In.

**Even if you have no recycling needs, please return this form for our records:**

Recycling needs (select one):  No  Yes

**Place a check next to the materials that will be discarded during the move in/ move out process:**

- |   |  |
|---|--|
| <input type="checkbox"/> Cardboard                                  | <input type="checkbox"/> White or colored paper products |
| <input type="checkbox"/> Plastic bottles                            | <input type="checkbox"/> Paper bags                      |
| <input type="checkbox"/> Wooden Pallets                             | <input type="checkbox"/> Glass bottles                   |
| <input type="checkbox"/> Plastic shrink-wrap / straps / bubble wrap | <input type="checkbox"/> Styrofoam                       |
| <input type="checkbox"/> Other: _____                               |  |

**Place a check next to the materials that either contain and/or make up the product sample you intend to distribute during the show:**

- |   |  |
|---|--|
| <input type="checkbox"/> Cardboard                                  | <input type="checkbox"/> Waxed cartons   |
| <input type="checkbox"/> White or colored paper products            | <input type="checkbox"/> Plastic bottles |
| <input type="checkbox"/> Paper bags                                 | <input type="checkbox"/> Plastic cups    |
| <input type="checkbox"/> Glass bottles                              | <input type="checkbox"/> Plastic bags    |
| <input type="checkbox"/> Candy / nutrition bar individually wrapped |  |
| <input type="checkbox"/> Other: _____                               |  |

**If you are going to provide food samples, place a check by the items used to serve the food:**

- |   |   |
|---|---|
| <input type="checkbox"/> Plastic cup, bowl, plate     | <input type="checkbox"/> Paper cup, bowl, plate |
| <input type="checkbox"/> Styrofoam plate, bowl or cup | <input type="checkbox"/> Plastic spoon / fork   |
| <input type="checkbox"/> Toothpick / skewer           | <input type="checkbox"/> Napkins                |
| <input type="checkbox"/> Other: _____                 |   |

**Please indicate when your booth will need recycling pick up (CHECK ALL THAT APPLY):**

- During Move-In, September 21
- Throughout the Women's Show, September 22 and 23
- During Move-Out, September 23

**Please return this form to St. Luke's Celebration Women's Show with your registration materials.**

# Rules of the Show

PLEASE READ & SIGN



September 22 & 23, 2011 • 10am to 8pm • Boise Centre

1. EXHIBITOR SET-UP TIME is Wednesday, September 21, 2011 from 11am to 6:30pm.
2. ALL LOADING AND UNLOADING must be from the Boise Centre Dock on 9th Street between Main and Front Streets, and between 11am and 6:30pm, Wednesday, September 21. NO hand trucks are allowed through the Boise Centre Lobby.
3. EXHIBITORS SHALL BE RESPONSIBLE for delivery, set up and removal of their own displays and materials. Exhibitors are responsible for all equipment and supplies delivered to the Boise Centre.
4. PARKING during the show is available in the downtown parking garages at your expense. **We DO NOT validate parking.**
5. **ABSOLUTELY NO EARLY REMOVAL IS PERMITTED.** This includes any dismantling or removing of displays or signage. Early removal will result in forfeiture of entry in the 2012 Women's Show. **YOU ARE RESPONSIBLE FOR INFORMING YOUR STAFF OF THIS REQUIREMENT.**
6. DO NOT DISMANTLE YOUR DISPLAY UNTIL 8:15, FRIDAY, SEPTEMBER 23rd. Trade show visitors deserve a complete show for their time and interest in attending. AFTER 8:15 PM, begin to dismantle booth. All exhibits, shipping and packaging materials MUST be removed before 11:00 PM, Friday, September 23, 2011.
7. NOTHING SHALL BE NAILED, stapled or otherwise affixed to the walls, floors, or ceiling, or any part of the Boise Centre which could mar, stain, or permanently damage the Boise Centre. You shall be responsible for any and all damages you cause.
8. NO BANNERS OR SIGNS will be hung from the ceiling without prior approval (right reserved for Sponsors and at the discretion of the Women's Show Coordinator).
9. EXHIBITORS ARE RESPONSIBLE FOR KEEPING THEIR BOOTH AREA CLEAN DURING SHOW HOURS. Exhibitor must move all exhibitor trash/cartons to loading dock recycler/dumpster. Show staff will assist in making arrangements for major clean-up issues. Booth area shall be left clean of debris, food waste and trash after event or a fine will be imposed by the St. Luke's Women's Fitness Celebration to cover ENTIRE cleaning costs, damage, time and labor with a minimum charge of \$100.00.
10. Electricity is available for your booth. All exhibitors must return the electrical service order form with entire payment. Check your display NOW to see if you will require electrical service. All extension cords used within the exhibitor space must be adequate for load and grounding needs, should be taped and out of the way, to avoid injury to anyone visiting your booth.
11. HELIUM containers must be in an approved base stand.
12. Most standard booths are 8x10 pipe and drape construction. Back wall is 8' deep and 10' wide. And each side rail is 3'x8'. The drape height is 8'. Each booth will be provided with one 8' skirted table and two chairs. Electrical needs are extra. Please fill out the order form provided.
13. A limited number of telephone access lines and high speed internet access lines are available. Free WiFi is available at the Boise Centre. Please fill out the Additional Equipment Order Form.
14. All booths must display professionally manufactured banners. No hand-lettered display banners are allowed unless it is part of a "complete design or concept" of booth and must be approved prior to the show.
15. **All booths must be staffed the entire duration of the show.** You are responsible for coverage during lunch and dinner breaks. A reminder, the Boise Centre is a NON-SMOKING facility, which includes outside surrounding areas.
16. OCCUPANCY AND USE OF THE EXHIBIT SPACE shall be subject to St. Luke's Women's Fitness Celebration and Boise Centre approval, especially in regard to the character of exhibits, creation of noise or other offense, the conduct of promotions, the operation of equipment and machinery, etc. St. Luke's Women's Fitness Celebration and the Boise Centre reserve the right to review all applications prior to acceptance.
17. ALL AISLE SPACE BELONGS TO ST. LUKE'S WOMEN'S FITNESS CELEBRATION. Exhibitors may distribute and sell printed matter, souvenirs, or other articles ONLY within assigned exhibit space. Demonstrations and promotional activities must be confined to the exhibitor's space, unless otherwise approved by St. Luke's Women's Fitness Celebration.
18. EXHIBITOR MAY NOT SUBLET or apportion space in whole or in part without the express written approval of St. Luke's Women's Fitness Celebration.
19. PHOTO RELEASE By your attendance of this event, you are granting your permission for St. Luke's Women's Fitness Celebration to use any photographs, images, motion pictures, recordings, or any other record of this event for any legitimate purpose.
20. The St. Luke's Women's Fitness Celebration makes every effort to honor your requests for booth and room spaces. Event sponsors will receive priority placement, followed by returning vendors. The Celebration staff reserves the right to place booth requests at our discretion. Our booth assignments are final.
21. All booths must display or depict the actual product, business or service, which you represent on the vendor agreement.
22. Only one product, service or business may be represented in each booth. Each additional product may require additional booth space; subject to availability and approval by Celebration Show Coordinator.
23. As a vendor, the maximum space you are allowed is two booths, dependent on availability. Additional space or priority location requires a sponsorship package.
24. CANCELLATION POLICY: 50% refund will be made if cancelled before May 31, 2011. Absolutely no refunds after June 1, 2011.
25. All door prizes, drawings, give-aways and promotion ideas must be submitted to Show Coordinator prior to event for approval. Please request form.
26. No outside food or beverage is allowed. The Boise Centre is the exclusive food and beverage provider for the St. Luke's Celebration Women's Show.
27. St. Luke's Celebration Women's Show is a private event and reserves the right to refuse booth or exhibit space in its sole discretion. This is not a latex-free event.
28. St. Luke's Health System does not endorse or warrant any products or services which may be represented or sold by vendors at the St. Luke's Women's Fitness Celebration. Any guarantee or warranty of the products, services, or information is the sole responsibility of the individual vendors.
29. St. Luke's Health System, St. Luke's Women's Fitness Celebration, Celebration Sponsors and the Boise Centre shall not be held liable for any damage, injury and loss of any kind to any person or property that may arise from the rental and occupancy of exhibit space, and exhibitors agree to hold harmless St. Luke's Health System, St. Luke's Women's Fitness Celebration, Celebration sponsors and the Boise Centre harmless against any and all claim(s) arising out of any acts or omissions which cause, directly or indirectly, any loss, injury or damage to persons or property sustained as a result of the show, whether while show is in progress, being set up or taken down.

**I HAVE READ AND AGREE TO ABIDE BY THE RULES OF THE SHOW:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form with your registration materials to:**

ST. LUKE'S CELEBRATION WOMEN'S SHOW • 608 WEST HAYS • BOISE, ID 83702

For more information, please call Lynn Neil, Women's Show Coordinator, (208) 381-2226 • Fax (208) 381-2224 • neill@slhs.org