

The Pennsylvania Women's Expo (PAWE) Guidelines

REFUND POLICY (Please Read) – *PAWE maintains a strict policy of no refunds.* Exhibitors receive benefits year round. These benefits include: advertising, website listing, media publicity, program listing, one day exhibit and year-round support. A portion of the Expo proceeds are designated for the featured charity and other Expo-related activities.

EXHIBIT TABLES

Set-up Set-up is Sunday, October 17, 2010 from 8-11:30 a.m. Any changes will be posted on the Expo website.

The tables will be covered and skirted for a professional look. Remember that your table is a reflection of your business. All materials in your exhibit should maintain a professional appearance.

Staffing Tables must be staffed at all times. Failure to comply can result in expulsion for the show. There will be a short opening ceremony before the show opens. Exhibitors are expected to attend.

If you need a **quick** break for a few minutes, and you are unable to have someone to cover your table, please let us know in advance so we can arrange for a volunteer so your table is not left unattended. PAWE, its staff, and volunteers can not be responsible for sales or merchandise during your absence.

Breakdowns **No early breakdowns.** Failure to comply will result from exclusion from future shows.

At the conclusion of the Expo, exhibitors are expected to dismantle their tables and remove all materials. Materials left behind will be removed and placed in trash receptacles.

Specifics **Only the organization responsible for the exhibitor contract may occupy the space. Your table must represent *only* the business that is contracted with the PAWE.**

↳ **Size** – Exhibit table is approximately 8 ft. x 3 ft. and includes up to 2 chairs.

↳ **Presentation** – All tables will be draped. Any merchandise and personal items should be placed under the tables, out of view.

○ Burning of incense and/or candles must be approved prior to the start of the show.

○ Any displays must be within the exhibit space which is approximately 3 feet from the front edge of your table. **Table top displays are limited to no taller than 36" and unfolded no longer than the 4'.**

↳ **Electric** – A facility staff member will be available during Sunday morning set-up.

○ All electrical cords and wiring are to be supplied by the exhibitor and must be taped to the floor.

▪ **Two 50 ft. extension cords, a triple tap, and an outlet strip with six outlets will be required.**

○ All exhibit materials must conform to fire and electrical codes of the facility.

Audio Please keep audio devices at a "tolerable" level. Devices that are disturbing to neighboring exhibits may be asked to lower sound levels or turn off the device.

Disclaimer: The PAWE and the hosting facility shall not be responsible for any loss, damage, or injury that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit application. The exhibitor, in signing the exhibit contract, expressly releases the PAWE and/or hosting facility from, and agrees to indemnify same, against any and all claims for such loss, damages or injury.

Please contact The Pennsylvania Women's Expo office 610.916.3652 for additional information and/or details.

Please initial and date in the space provided to indicate that you have read these guidelines. Keep a copy for your records and send original with contract and monies.

Initials: _____ Date: _____



The Lehigh Valley Hotel Best Western, Rte. 512 & 22, Bethlehem, PA
Sunday, October 17th, 2010, Noon to 5 p.m.
The Pennsylvania Women's Expo
Empowerment thru Opportunity, Education, and Economic Awareness.

Date: _____

I would like to be included as a sponsor of **the Pennsylvania Women's Expo** at the level indicated.

_____ **\$2500 Corporate Gold Sponsor*** which includes:

- | | | |
|--------------------------------|----------------------------------|-------------------------------|
| 8' table | 2 chairs; | Website listing with logo |
| Beverage Buffet | 1 extra 6 ft. table, optional | Logo in all media advertising |
| Full page ad in the Program | Wireless Internet Access | |

Electric Access with the Exhibitor providing: two (2) 50 ft. extension cords, Triple Tap, and Outlet Strip with six (6) outlets.

Website address(s) listings on the PAWE website; must reciprocate with PAWE website address on my site.

*limited to one exhibitor per business or industry category

_____ **\$1500 Corporate Show Sponsor** which includes:

- | | | |
|-----------------------|--------------------------|-------------------------------|
| 8' table | 2 chairs; | Website listing with logo |
| Beverage Buffet | Wireless Internet Access | Logo in all media advertising |
| 1/2 ad in the Program | | |

Electric Access with the Exhibitor providing: two (2) 50 ft. extension cords, Triple Tap, and Outlet Strip with six (6) outlets

Website address(s) listings on the PAWE website; must reciprocate with PAWE website address on my site.

_____ **Media & In-Kind Sponsorship** (contribution must be valued at \$1500.00 or more). My contribution/service will be (attach a separate description). Estimated value _____

_____ **\$500 Banner Sponsor**

_____ **\$500 Program Booklet Sponsor**

_____ **\$250 Beverage Buffet**

Make checks payable to: Pennsylvania Women's Expo and mail to. POB 4544, Reading, PA 19606

How would you like your company to be listed in the program?

Company Name _____

Address/City/State/Zip _____

Contact Person _____ Contact E-mail _____

Please email your logo & business card information in electronic format (.tif, .jpeg, .gif) to info@pawomensexpo.com.
 Also provide your contact information so we can send you additional information as needed.

Web: www.PAWomensExpo.com

PA Women's Expo offices 610.916.3652

Email: info@PAWomensExpo.com

Web services provided by Vigilant Corporation

To confirm receipt of your full payment and contract, visit www.PAWomensExpo.com. Your information will be listed once processed.
 Please allow three weeks. If you provided an email address, the webmaster will send you an email when you are listed.



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Sunday, October 17th, 2010, Noon to 5 p.m.
The Pennsylvania Women's Expo
Empowerment thru Opportunity, Education, and Economic Awareness.

Executive Director: Harriet Layton
 484.333.3191 or 610.916.3652
 info@pawomensexpo.com
 www.PAWomensExpo.com

2010 Exhibitor Contract

Company Name: _____

As you want listed on the website. **All Fees: Non-refundable**

| Item | Service Provided | Unit Price | Amount due |
|------------------------|---|--|------------|
| Table 1 | <ul style="list-style-type: none"> • 8' table • 2 chairs • Beverage Buffet • Wireless Internet Access • Website listing & Program listing • Electric* | \$300.00 in room | |
| Table 2 | <ul style="list-style-type: none"> • 8' table X 18" • 2 chairs • Beverage Buffet • Wireless Internet Access • Website listing & Program listing • Electric* | \$200.00 in hall* *Reserved for Non Profit and Micro businesses | |
| Electric Access | *Exhibitor must provide: two (2) 50 ft. extension cords, Triple Tap, and Outlet Strip with six (6) outlets to access the electric. | Check if you need electric <input type="checkbox"/> | |
| Website | Link my website address(s) on the PAWE website for a year; must reciprocate with PAWE website address on my site. | \$10.00 per website listed | |
| Program Ad | All program ads must be in electronic format (.tif, .jpeg, .jig). Please send to info@pawomensexpo.com | | |
| | • Full page (8.5" x 5.5") | \$150.00 per page | |
| | • Half page (4.5" x 5.5") | \$100.00 per ad | |
| | • Quarter page (2.75" wide x 4.25" high) | \$30.00 per ad | |
| Lunch | Will be available for purchase provided by the Best Western. Beverage bar will be available to Sponsors & Vendors 8am to Noon | | |
| | | Total | |

Signature: _____

Print Name: _____

Email: _____

Phone: _____

Date: _____

Make checks payable to: Pennsylvania Women's Expo.

Please include this registration form with full payment (Check, MasterCard or VISA) to:

Please keep a copy for your records

Pennsylvania Women's Expo
 POB 4544
 Reading, PA 19606
 Phone: 610.916.3652

Email: info@PAWomensExpo.com

To confirm receipt of your full payment and contract, visit www.PAWomensExpo.com. Your information will be listed once processed.
 Please allow three weeks. If you provided an email address, the webmaster will send you an email when you are listed.