

Journey to Wholeness

2nd Annual Women's Conference
 City of Savannah, Georgia - Civic Center
 301 West Oglethorpe Avenue
 November 15, 2008
 9:00 am – 5:00 pm

Business & Consumer Exhibition Application & Agreement

A. INSTRUCTIONS

Please read carefully all information (front to back). Fill in the appropriate blank spaces as applicable. Sign contract and return the original along with your payment to: **Journey to Wholeness, LLC, 5080 Westerville Road, Westerville, Ohio 43082. Payment must be made by company check, cashier check or money order.** If sending your payment by mail, only the original and completed application & signed agreement will be accepted. **A 10% discount will be given to all exhibitors who register with payment on or before Monday, April 28, 2008. No discounts will be given after April 28th. Your payment should reflect the 10% discount, if submitted postmarked and received on or before Monday, April 28th. Final deadline for registration with payment of all exhibitor fees will be on or before Monday, September 15, 2008. For your added convenience and to expedite your payment, please use our online payment system for American Express, Discover, MasterCard and Visa. Deadline dates as previously stated apply.**

B. EXHIBITOR CATEGORY & BOOTH PRICES

Please check the appropriate space provided.

Corporate	Price Per Booth & No. of Booths
Products & Services	\$750.00 _____
Food or Beverages	\$1,000.00 _____
Small Business	
Product or Services	\$300.00 _____
Food or Beverages	\$500.00 _____
Not for Profit Corporation	\$250.00 _____
Not for Profit Community Org.	\$200.00 _____

- **Not-for-Profit Corporation** – includes all colleges and universities, educational centers, labor unions, hospitals, business/management, legal service organizations and government agencies.
- **Nonprofit Community Organization** – includes churches, religious faith-based institutions, social clubs, sororities, fraternities, United Way agencies and

C. CONTACT INFORMATION (Please print legibly.)

Name & Title of Authorized Representative: _____

Company Name: _____ Street Address: _____ City/State/Zip Code: _____

Bus. Phone: _____ Cell: _____ Email: Address: _____

Type of Display: _____

(see back)



EXHIBITOR RULES & REGULATIONS

- SET UP INFORMATION:** Set up time is 9:00am-6:00pm Friday, November 14, 2008 and 7:00am-8am Saturday, November 15, 2008. All exhibitors are encouraged to set up the day before the conference. All exhibitors will enter through the loading dock area or the rear entrance of the Civic Center. Each exhibitor will receive an information packet upon arrival, which will include (2) exhibitor passes, badges and a diagram of exhibitor booth location(s).
- SPACE ASSIGNMENT:** Subletting of space or booth sharing is prohibited. The management of JTW reserves the right to assign or appropriate space.
- EXHIBIT ARRANGEMENT:** Exhibits must conform to booth measurement and allotted space.
- SAFETY PRECAUTIONS:** Combustible engines and material considered to be flammable are not permitted. All materials must be flame proof. If your exhibit requires an electrical outlet, a form will be forwarded to you for your completion and to be returned prior to the date of the JTW Women's Conference. Will your exhibit require electricity? Yes No
- NOT- FOR- PROFIT FUNDRAISING:** All not-for-profit organizations who sell any products or food or beverage shall pay according to the small business category as listed on the front of the Exhibitor Application & Agreement. The selling of memberships, holding raffles or utilizing the JTW Women's Conference for any fundraising purpose shall require the expressed written consent to JTW management. Failure to do so may result in expulsion. Please check below any of the following that applies to your exhibit.
- CANCELLATIONS:** All exhibitor cancellations after May 1, 2008 shall forfeit 50% of the total cost of their booth(s). All exhibitor cancellations after July 1, 2008 shall forfeit 100% of the total booth cost.
- JTW Management:** Journey to Wholeness, LLC reserves the final and absolute right to interpret rules and to arbitrarily settle and determine all matters, questions or differences in regard thereto, or otherwise arising out of connected with, or incident to the Journey to Wholeness Annual Women's Conference. JTW, LLC further reserves the right to determine unforeseen matters not covered by these rules, to amend or add to these rules as in its judgment it may determine necessary. Disregard of any rules or regulations will result in forfeiture of all monies paid, rights and privileges and may be barred from future exhibitions. All exhibitors are bound by the rules and regulations governing this contract.
- INDEMNIFICATION CLAUSE:** Each exhibitor hereby covenants and agrees at all times to indemnify and save harmless the Journey to Wholeness, LLC and its Annual Women's Conference and the Business & Consumer Exhibition from and against any cost liability or expense arising out of any claims of any persons or entities whatsoever by reason of the use or misuse of the facilities, premises, parking area, or common facilities by said exhibitor or any person, persons, or entities holding under said exhibitor and shall indemnify and save harmless the Journey to Wholeness, LLC and its Annual Women's Conference and Business & Consumer Exhibition from any penalty, damage, or charge incurred, or imposed by reason of any violation of law, or ordinance by said exhibitor, or any person, persons, or entities holding under said exhibitor from any damage or expense arising out of the death or injury to any person(s) holding under said exhibitor.
- PARTY AGREEMENT:** This Exhibitor Application & Agreement dated: _____, 2008, by and between the Journey to Wholeness, LLC and _____ of _____
(Name of your organization) (City & State)
(Hereinafter called exhibitor) witnessed.

It is understood that all exhibitors will be assigned to an available space or numbered location. All exhibit space will measure 10' x 10' depending upon exhibit area location allotted for the exhibition and number of booths. Each booth includes a standard 8' back wall drape, 3' side rails, 6' x30" table (covered & skirted) and two folding chairs per booth. All exhibitors must display a professional sign to include name and address of the organization. Exhibitors and Exhibitor staff agree to comply with all instructions, rules and regulations governing the exhibits as stated and printed on both sides of the Exhibitor Application & Agreement. The authorized organization official must sign the Exhibitor Application & Agreement herein and attach your business card. It is also understood that the original signed document must be fully completed and submitted with your payment. Please duplicate a signed copy of this document for your records.

Authorized Signature: _____ **Title:** _____ **Date Signed:** _____