



## GENERAL INFORMATION FOR BUSINESS EXPO EXHIBITORS

### Exhibitor Information

**EXHIBITORS** set up within a 10x10 space. Exhibitors must provide their own tables and chairs. Exhibitors who do not have their own table may rent a 6ft table from indigoLife Communications, Inc. for an additional \$15.00 for the duration of the event.

### Exhibitor Sales

Exhibitors are prohibited from sales of any products and/or services during Business Expo.

### Set Up

**All Exhibitors** have three different days during the weekend, which they can showcase their products and/or services. Session dates, times, locations, and mandatory set-up/break down times are as follows:

### EXHIBITOR/INFORMATION STATION

- Date: Thursday, May 18th through Saturday, May 20<sup>th</sup>, 2017  
Venue: South Georgia Technical College (402 North Midway Road; Cordele, GA 31015)  
Set-up time: Exhibitors must be completely set up and operational by 8:00AM.  
Breakdown: Exhibitors must be completely packed up by 4:00PM.

All booths must be fully set up and operational by the designated times shown above. Exhibitors must remain open until the close of the event. No Exhibitor will be allowed to set up after designated times on the days of the event. Not more than two persons are allowed to represent a Company at an Exhibitor booth. Additional persons above the number allowed (2) will be expected to pay the event admission fee.

### ELECTRICITY

**POWER** is not available for exhibitors.





**Exhibitor General Info CONT'D**

**EXHIBITOR PACKAGES**

The following are available Exhibitor Packages:

**Non-Profit Information Booths** includes ..... Fee: \$ 60.00

- Set-up for daytime sessions only
- Listed as part of Business expo
- 20% discount toward Premium Access event pass

**NOTE:** Number of estimated consumers: approx. 120 - 150

**Exhibit/Product Table** includes..... Fee: \$ 75.00

- Set-up for Thursday – Saturday daytime sessions only
- Listed as part of Business expo
- 20% discount toward Premium Access event pass

**NOTE:** Number of estimated consumers: approx. 120 - 150

Table and two chairs (optional)..... Fee: \$ 15.00

**NOTE:** Complimentary distribution of promotional material inside all of all Swag Bags is available to all of our Business Expo participants.

**PAYMENTS:**

Exhibitor fees can be paid via the following methods:

**On-line:** Exhibitors may pay online at: [www.indigolifeonline.com/wece-event](http://www.indigolifeonline.com/wece-event). Vendors who choose the on-line method should fax application to 888.240.9914.

**Mail-in:** Exhibitors who choose mail-in option should send payment and application to indigoLife Communications; P.O. 5223; Cordele, GA 31010. Checks should be made payable to: indigoLife Communications, Inc.

**NOTE: Exhibitor opportunities are on a first come, first serve basis. Therefore, Exhibitors who choose the on-line payments option have a premiere opportunity to guarantee an Exhibitor booth.**





**Exhibitor General Info CONT'D**

NOTE: Exhibitors who choose to attend the daytime sessions must purchase a pass for these activities. Discounts are available for those who wish to take advantage of this option. Please contact Dr. Alicia Ritchey at 229.322.9965 to purchase your Premium Access event pass. See page 2 for discount prices for Exhibitors.

**CANCELLATIONS:**

All application exhibitor fees are non-refundable.

**indigoLife Communications, Inc.**

**Exhibitor Application**

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Category: \_\_\_\_\_



 **indigoLife**  
**WOMEN'S**  
**EMPOWERMENT**  
**& CULTURAL EXPO**



**Vendor Application CONT'D**

Type of Booth (Check the one that applies to your vending request):

Daytime Exhibitor/Product Table: (\$75)  
(Non-sales Activity)

Non-Profit Informational (\$60)

Table (6 ft.) & two chairs(\$15)

Number of DAYS you expect to participate: \_\_\_\_ Number of 10x10 spaces you will need: \_\_\_\_

As a participant of the indigoLife Women's Empowerment & Cultural Expo 2017, I fully understand and agree to the following:

indigoLife Communications, Inc. believes in equal opportunities for all vendors; and will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, receipt of application arrival, and event area accommodations. **indigoLife Communications, Inc.** reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

I recognize and acknowledge that I assume full risk of any injury, property damage, or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the indigoLife Women's Empowerment & Cultural Expo. Furthermore, I understand that I should carry my own insurance, and that I store my products and equipment overnight at my own risk.

Exhibitors are expected to provide their own tables and display boards. Do not tape, tack, or otherwise affix any materials or signs to walls, light fixtures, or other surfaces on public or private property. Exhibitors may purchase a table and two chairs for an additional \$15.00.

No Exhibitors or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. The Exhibitor Committee reserves the right to screen all



**indigoLife Communications, Inc.**

Cordele, GA 31015 ~ (ph.) 229.322.9965 / (fax) 888.240.9914

(Website) [www.indigolifeonline.com](http://www.indigolifeonline.com). ~ (E-mail) [alicia.ritchey@indigolifeonline.com](mailto:alicia.ritchey@indigolifeonline.com)

© 2015. indigoLife Communications, Inc. All Rights Reserved.



**Vendor Application CONT'D**

booths and exclude inappropriate items or items that do not fit within the category stated on application. In the event of inappropriate behavior, the booth will be forced to close, and all fees will be forfeited.

I agree to be present from the start to closing time. I agree that if I have not set up by the designated times on the event days, or if I leave the event early, I forfeit my booth space and all fees. If I intend to be late, I must acknowledge this to the Event Manager, or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed and/or video-graphed for publicity purposes and/or as part of the indigoLife Magazine feature. I understand and will abide by the rules of this application.

I have thoroughly read all of the entire Exhibitor application. I understand its contents, and I agree to abide by all rules set forth in this agreement.

Applicant Name: \_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

