



Reservation Form
Sunday, February 8, 2009 - 12:00-5:00 p.m.
Radisson Hotel Sacramento
Booth Fees

Early Bird: \$750 for AfWPi Members \$990 for NonMembers **Each Extra Booth:** \$650 for AfWPi Members, \$890 for NonMembers.
After 12/31/2008: \$850 for AfWPi Members, \$1090 for NonMembers **Each Extra Booth:** \$750 for AfWPi Members, \$990 for NonMembers.
Captain's Table: \$400 (Special Conditions Apply, please call to inquire). **Prices subject to change without notice.**

Company _____ Contact _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Cel _____ Pager _____

E-Mail _____ Web site: http:// _____

For the program: May we publish your email address? ___yes ___no May we publish your web site? ___yes ___no

Category _____ Phone number for the program: _____

Company name for the program and sign: _____

AfWPi Member - Early bird: \$750 After 12/31/2008: \$850 \$ _____

Non-Member - Early bird: \$990 After 12/31/2008: \$1090 \$ _____

Additional booth (see prices above) _____ booths X \$ _____ \$ _____

Sponsorship \$ _____

Type: (See brochure) _____

Captain's Table \$400 \$ _____

Electricity \$50 \$ _____

Insurance Fee \$70 \$ _____

Mailing List E-Mailed - E-Mail List to: _____ \$ **No Charge**

Total \$ _____

\$200 Minimum **Payment** required - _____

*If signed after 01/08/2009, full payment is due on signing. **Balance - Due January 8, 2009** \$ _____

_____ **Please check here if you plan to serve food of any kind (wrapped or unwrapped). (Requires 1 month notice before the show)**

Booth Choices: 1st _____ 2nd _____ 3rd _____ Least preferred booth space/area: _____

(Booth placement is not guaranteed.)

Payment Method

___ Check or money order # _____ enclosed Amount: \$ _____ (make payable to **Mar-Nel Productions**)

___ Please charge to my (please check one) ___ **Credit Card** ___ **Debit Card**

Name of Cardholder _____ Card Number _____

Exp date: ___/___/___ CVV Code (last 3 numbers on the signature panel on back of the card): _____

Address that the card bill is sent to (if different from above): _____

Amount to charge: \$ _____ ___ Check here if you want us to charge the balance to this card when it is due.

Signature: _____ (Card Holder - must be signed to be accepted)

I have read and, by my signature below, agree to the **Terms and Conditions** listed on the reverse of this form.

**Signed _____ Title _____ Date _____

**Reservation must be signed and dated to be accepted.

EXHIBITOR: Please make a copy of this form (both sides) for your records. FAX (Credit card orders only): **(916) 392-5222**

SEND ORIGINAL TO: Mar-Nel Productions • 6700 Freeport Blvd Ste 202 • Sacramento CA 95822

(800) 242-4461 outside of Sacramento • (916) 392-5000 in Sacramento • email: richard@afwpi.com • web:afwpi.com

TERMS AND CONDITIONS OF AGREEMENT

PAYMENT: A \$200 payment is required to secure booth space. If reservation is made on or after the Balance Due date, the total amount due must be made at that time to secure booth space. Any and all **returned checks** will be assessed a \$15 charge the first time they are returned and a \$20 charge if returned a second time. If the balance is paid more than one week past the due date, a \$15 late charge will be added to the total amount due, unless payment arrangements are made.

BOOTH SPACE: Each booth is supplied with a 10' tall backdrop and 3' tall side panels, 6' covered table, two chairs and a company sign. Extra tables and chairs may be ordered through an exhibiting rental company. Show management has the right to relocate your space without any notice. All items not a part of the display must be kept out of sight during the show.

Booth sizes are 8' X 8' and (in limited supply) 8' X 10'.

There are no half-booths or junior booths available.

BOOTH RESTRICTIONS: ATTACHING SIGNS or anything else in any way to posts, walls, seating areas, columns or any other piece of hotel property is strictly prohibited. NO PINS may be used on the backdrops or side panels. SPRAY PAINT and BUBBLE MACHINES are strictly prohibited. Carpet brought in should be slip-resistant and lay flat.

UNCOVERED OPEN FLAMES are not allowed, per fire marshall safety codes. This includes candles, incense and Bunsen burners.

SUBLETTING and SHARING OF BOOTHS is not allowed.

LITERATURE, BUSINESS CARDS AND ANY OTHER MATERIAL HANDED OUT AT YOUR BOOTH must not include the name, phone number, address nor any other vital information about any other company besides that represented by your booth, unless that company is exhibiting in the show. The only exception are exhibiting magazines and newspapers. **Any literature that represents a company not in the show will be discarded by show management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted from exhibiting in future MarNel Productions shows.** NO LITERATURE may be handed out in any other part of the show— outside the perimeters of your booth — unless it is by another participating company, at their booth, in the show.

Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

SHOW HOURS: Each booth must be staffed all show hours. Although security is provided during the show, MarNel Productions nor Radisson Hotel is liable for items lost or stolen. All exhibits must be set up before the show opens must stay intact during show hours. Show management reserves the right to resell any booth(s) not set up by 11:00 a.m. the day of the show. Whether booth is resold or not, Exhibitor forfeits all monies paid.

All booths must stay assembled until closing. **MarNel Productions reserves the right to withhold the mailing list of attendees from any company that breaks their booth down early. In addition, said company may be restricted from exhibiting in future MarNel Productions shows and may be required to pay an additional \$500 for any future show they are allowed in.** Banners, signs, items on display and anything in or on the booth must stay intact until the show is over. The show is over when the last bride leaves the building.

AMPLIFIED SOUND: Amplified sound is allowed during show hours but is to be kept at a reasonable level, allowing other exhibitors to conduct business without yelling. The sound should only slightly be heard outside the perimeters of your booth.

INSURANCE: Exhibitor is solely responsible for any and all occurrences inside his or her booth. You are required to carry off-premise liability insurance and be prepared to offer proof of that coverage to MarNel Productions. Coverage under the umbrella of MarNel Productions is available.

SECURITY: Although security is provided during the show, neither MarNel Productions nor Radisson Hotel is liable for items lost or stolen.

LOADING AND UNLOADING: Load-in is in the back of the hotel. You will see the loading dock when you drive around to the back. If you are using a truck or trailer, you may back it up to the loading dock to load straight in. You must move your vehicle immediately after loading in. Otherwise, you may park in the closest space and unload from there.

Exhibitor is responsible for parking in a legal space and neither MarNel Productions nor Radisson Hotel is responsible for any tickets issued to Exhibitor due to illegal parking.

MarNel Productions will assist Exhibitor as much as possible to load in. There is a limited amount of load-in equipment available. Ultimately, Exhibitor is responsible for loading all supplies and displays in and setting up his or her booth. Neither MarNel Productions nor Radisson Hotel is liable for damaged merchandise, product or any other items belonging to Exhibitor.

Loading and/or unloading during show hours is strictly prohibited. **If the exhibitor, representative(s) of the exhibitor and/or anyone associated with the exhibitor loads or unloads during show hours, that exhibitor will be held solely liable for any damage or injury that occurs as a result, including court costs. Also, said exhibitor may be barred from participating in future MarNel Productions events.**

CANCELLATIONS: If the show is cancelled by MarNel Productions for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded. If you cancel one month or more prior to the event, all monies paid will be returned as a credit for the next Expo. You forfeit your first payment and any monies paid if you cancel within the month before the Expo. If you cancel within one month before the Expo, and if MarNel Productions cannot resell your booth space, you will be charged the full amount of the booth. If you cancel within a week of the event, or if you do not cancel and do not exhibit, all monies paid are forfeited and, if the booth is not paid in full at that time, you will be charged the full amount of the booth. **There are no refunds if exhibitor cancels at any time after signing the agreement.**

MAILING LISTS: Mailing lists remain the property of MarNel Productions. Use is limited to participating exhibitors only. **If you give, sell or loan the list to anyone not an exhibitor in the Expo, you and that company are each liable for a fine of \$1,000 (one thousand dollars) per occurrence (per listed name), per use.**

FOOD SAMPLING: Any Exhibitor serving food samples (other than the host hotel) must have a "multi-event" license, issued by the Sacramento County Environmental Management Department. MarNel Productions must have a copy of that license at least 12 business days before show date or Exhibitor will not be allowed to serve samples of any kind during the show.