



JOURNEYS FOR
CONSCIOUS LIVING



EVOLVE EXPO
LOVE A Springboard for Conscious Change!

Exhibitors Registration Form & Event Information

www.evolveexpo.com

**National Western Complex
Hall of The West**

4655 Humboldt Street - 2nd Floor

Denver, CO 80216

Phone: 303-299-5554

www.NationalWesternComplex.com

April 30 & May 1, 2016



GENERAL INFORMATION

Show Dates: April 30 & May 1, 2016

Show Location: National Western Complex
Hall of the West - 2nd Floor
4655 Humboldt Street
Denver, CO 80216

Show Times: Saturday (April 30): 10 am - 6 pm

Subject to change. Sunday (May 1): 10 am - 4 pm

Doors open one hour before the expo opens each day to badged exhibitors only. Badges must be worn at all times in exhibit hall.

Move-In: Booth set-up time is from 10:00 am to 5:00 p.m. on Friday, April 29, 2016

Move-Out: Booth teardown is not to start until close of the show at 4:00 pm on Sunday, May 1. Move-out must be completed by 6:00 pm on Sunday, May 1.

Forms: All forms for ordering tables, chairs, electric, telephone, internet, parking, pass, etc. **Will be available to exhibitors, once booth is paid in full.**

Tables with cloth - \$20, Chairs - \$5, Electric - \$65, Telephone Line - \$100, Internet - \$10 (per day, pay directly to National Western at the event, credit card only). Parking Pass—FREE With Each Booth Purchased, additional parking pass—\$15 (Prices for entire event)

Security: Security will be in force during move-in, show hours and the closed hours.

CERTIFICATE OF INSURANCE .

Proof of liability insurance is required for all exhibitors. See your exhibitor contract for details. Call your agent and have Evolve Expo listed as an additional insurer. Please have a certificate forwarded to Evolve Expo

*****All forms must be on display at exhibitor's booth throughout the show*****

Exhibitor Registration Form

April 30 - May 1, 2016 • National Western Complex
Hall of The West- 2nd Floor

Exhibit Booth

Island Booth - **\$900.00 US**

Corner Booth Space - **\$450.00 US**

Regular Booth Space - **\$395.00 US**

Additional Corner Booth Space(s) - **\$425.00 US**

Additional Booth Space(s) - **\$375.00 US**

Island booths are 10'X20' and Corner/Regular booths are 10'X10'. The Island booths do not include pipe or drapes, but do include (2) 8' tables with table cloth, 2 chairs and 1 FREE Parking Pass. The Corner/Regular booth space includes the 8' backdrop, 3' side rails on each side of the booth, 8' table with table cloth, 2 chairs, and 1 FREE Parking Pass. Four name badges for Island booths and Two name badges for Corner/Regular per booth. There is an additional \$10 processing fee will be charged per extra badges and \$10 for replacement badges for any reason. \$15 per additional vehicle parking pass, pass good for all 3 days. Most of the Exhibition floor is carpeted.

Company Name _____

Company Contact Person _____

Address _____

City / State / Zip _____

Phone _____ **Fax** _____

E-mail Address _____

Web Site _____

Please provide a brief description of your product. (50 Words or Less): _____

SELECT THE BOOTH NUMBER(S) YOU WANT

I would like to reserve the following booth(s) for the Evolve™ Expo. Preferred Booth Number(s)

_____ Exhibitor Island Booth	\$900.00	x _____	= \$ _____
_____ Exhibitor Corner Booth	\$450.00	x _____	= \$ _____
_____ Exhibitor Additional Corner Booth(s)	\$425.00	x _____	= \$ _____
_____ Exhibitor Inside Booth	\$395.00	x _____	= \$ _____
_____ Exhibitor Additional Inside Booth(s)	\$375.00	x _____	= \$ _____
_____ Extra Exhibitor Name Badge(s)	\$10.00	x _____	= \$ _____
_____ Additional Parking Pass(s)	\$15.00	x _____	= \$ _____
_____ Electric	\$65.00	x _____	= \$ _____
_____ Table with cloth	\$20.00	x _____	= \$ _____
_____ Chair(s)	\$5.00	x _____	= \$ _____

Total Amount Due \$ _____

Exhibitor Payment Form

Journeys For Conscious Living methods of payments: (please choose one)

☐ **Pay by Check**

Please mail a copy of this form and your check to: (*Make check payable to Journeys For Conscious Living*)

JOURNEYS FOR CONSCIOUS LIVING

6961 Lee Street
Arvada, CO 80004

☐ **Pay by Credit Card**

J4CL accept Visa, MasterCard, Discover and American Express.

Please fill out the following:

Type of Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Charge my credit card for the amount of: \$ _____

Card Number: _____

Expiration Date: _____

CVS Code: _____ Zip Code Billing Address: _____

Signature of cardholder: _____

Name on Card: _____

**Please mail or fax the registration forms and the terms & conditions along with
PAYMENT INFULL to 303-469-6749 to make sure your booth choice is reserved.**

You can call or email Lyn Bacon with any questions.
303-731-6695 or lyn@journeysforconsciousliving.com

J4CL Refund Policy

Exhibitor:

Written cancellations received Ninety (90) days or more prior to the event a full refund will be given less a \$100.00 processing fee. Sixty (60) days to eighty-nine days (89) days prior to the event a fifty (50) percent refund. Fifty Nine (59) days or fewer priors to the event there is no refund. No-shows are not refundable.

Others:

This includes trade show only passes, classes provided by J4CL or any other event that a fee is paid. No refunds will be issued. Substitutions are acceptable with a \$25.00 processing fee.

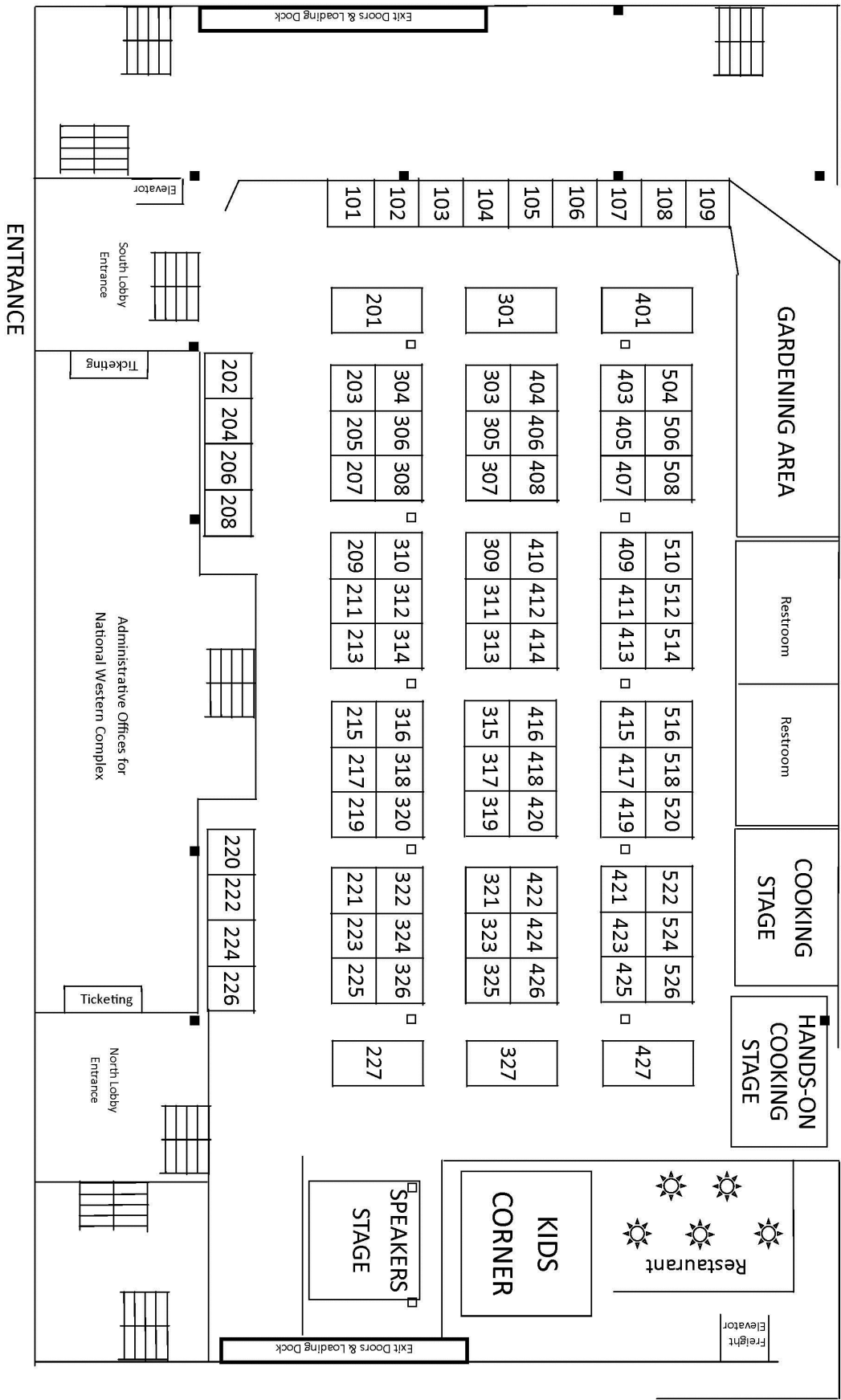
If J4CL determines it to be impractical or inadvisable to hold the event for any reason, including terrorism, acts of war, or other events commonly categorized as force majeure, J4CL shall have the right to cancel the event. Written request for refunds or to transfer funds to the next show will be honored for a 100% refund in the event J4CL cancels the event. If J4CL changes the venue thirty (30) days or less before the event all written requests for a 100% refund will be honored.

Refunds refer to the amount of money J4CL received from your company for purchasing booth space.

Sponsorship Opportunities are Available

Please call for information

Evolve Expo 2016 April 30 & May 1, 2016
National Western Complex - Expo Hall Level 2





SHOW REGULATIONS

Booth Size: Island booths are 10'X20' and Corner/Regular booths are 10'X10'. The Island booths do not include pipe or drapes, but do include (2) 8' tables with table cloth, 2 chairs and 1 FREE Parking Pass. The Corner/Regular booth space includes the 8' backdrop, 3' side rails on each side of the booth, 8' table with table cloth, 2 chairs, and 1 FREE Parking Pass. Booths must not have sides that exceed 4' in height at the front half. No booths will be allowed to block neighboring booth. If you have special needs or sizes, please address with show management in advance. The exhibit area inside is carpeted.

Booth Materials: All booth decorations must be fireproofed to comply with fire regulations. Gasoline and propane tanks must be empty and a locking fuel cap must be installed or the tanks must have their filler caps secured with duct tape. Storage is only allowed in booth space, under a table. If you need additional storage, please see show manager. No decals ("stickers") will be allowed on walls or tables. The City of Denver takes fire safety very seriously.

Booth Staffing: Booths must be open and staffed at all times during show hours. Only staff members with the proper show credentials are to work booths. This is for your security! Exhibitors may enter the show floor one hour prior to show opening. Do not try to enter the show floor at any time during the week when the show is not in progress. This rule is for the security of your display and equipment. Island exhibit spaces get **four badges**. All draped exhibit spaces get **two badges**; plus two badges for each additional 10'x10' space. Maximum limit: 5 badges. Additional badges may be obtained for \$10. An Exhibitor Registration Form for name badges will be sent at a later date. Please return it no later than **April 15, 2016**.

Use of Space: Distribution of advertising or promotional material will be restricted to the exhibitor's booth. No part of the booth or product may extend into the aisle. No exhibitor shall assign or sublet any portion of his/her space to another exhibitor, without written approval. No business or individual not assigned space will be permitted to distribute materials or solicit business during show hours. Show management reserves the right to decline, limit or prohibit an exhibit or part of an exhibit, which, in its judgment, is out of keeping with the character of the show.

Discounted Passes: Passes for your customers and clients will be emailed 60 days before the show (*only when booth rental is paid in full*).

Promotional Items: Many promotional items may be used in your display area: pens, yardsticks, key chains, calendars, samples of food or beverage(4 oz or smaller, prepackaged), candy(best option), etc. However, noisemakers, alcohol or samples with peanuts are not allowed. National Western policy states any food or beverage must be purchased from the preferred vendor onsite. Items determined by expo management to be hazardous to the health and/or safety of building occupants will be specifically excluded from promotional use or for sale.



SHOW REGULATIONS

Liability: Exhibitor are responsible to carry general liability coverage or be personally responsible, as outlined on the show contract. Exhibitor assumes all responsibility for damages to exhibit area caused by their negligence. The exhibitor agrees to keep and hold harmless Evolve Expo, National Western, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or damage to property arising in connection with the exhibitor's use of the exhibit space. Neither Evolve Expo nor the National Western nor any staff member of the above will be responsible for the safety of the exhibits from theft, damages by fire, water, vandalism or other causes. However, all reasonable precautions will be taken by show management to protect the exhibits from such losses.

Security: Security will be onsite during the duration of the show. Exhibitors will be allowed in the hall one hour before the opening of the show with an exhibitor name badges. In an emergency, any exhibitor that needs to be on the show floor prior to or after published times, please see show management.

Labor: Exhibitors will be allowed to assemble and dismantle their booths on their own (no union regulations or charges are in effect at the National Western). If an exhibitor needs assistance, contact the Evolve Expo staff.

Sound Level: Any devices that produce sound must be operated at a level that does not disturb other exhibitors. Show management reserves the right to determine acceptable sound levels. If you have any special sound needs, check with show management in advance.

Cancellation: Written cancellations received Ninety (90) days or more prior to the event a full refund will be given less a \$100.00 processing fee. Sixty (60) days to eighty-nine days (89) days prior to the event a fifty (50) percent refund. Fifty Nine (59) days or fewer prior to the event there is no refund. No-shows are not refundable. **Others:** This includes trade show only passes, classes provided by J4CL or any other event that a fee is paid. No refunds will be issued. Substitutions are acceptable with a \$25.00 processing fee. If J4CL determines it to be impractical or inadvisable to hold the event for any reason, including terrorism, acts of war, or other events commonly categorized as force majeure, J4CL shall have the right to cancel the event. Written request for refunds or to transfer funds to the next show will be honored for a 100% refund in the event J4CL cancels the event. If J4CL changes the venue thirty (30) days or less before the event all written requests for a 100% refund will be honored. *Refunds refer to the amount of money J4CL received from your company for purchasing booth space.* In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to re-sell the exhibit space or to move another exhibitor into that space.

Sponsorships: Sponsorships are available. Please call for information.



EXHIBITOR (Vendor) PARKING /SHIPPING INFORMATION

Exhibitor Parking

One FREE Parking Pass Included with Booth Purchase. Additional pass- \$15 per vehicle parking pass, pass is good for all 3 days (Friday, Saturday and Sunday). Please contact the Evolve Expo staff to purchase additional pass(es).

Airport/ Transportation: Denver International Airport is the largest major airport in the area. It is recommended to book your airfare early for the best deals! Super Shuttle is the recommended transportation to and from the airport, \$50 round trip. You can book your [Super Shuttle Reservation by Clicking Here](#) A taxi ride will be \$80 round trip. A daily car rental is approximately \$30 per day.

SHIPPING MATERIAL

Facility Shipping: To: Name (Personnel on site to receive freight)

National Western Complex
4655 Humboldt Street
Denver, CO 80218

Evolve Expo, Hall of the West (2nd Floor), Company Name, Phone Number
and Booth #

Managed By:

6961 Lee Street Arvada, Co 80004

Phone 303-731-6695 Phone 303-469-0306

Email lyn@journeysforconsciousliving.com Email jwilkinson@meetingsandevents.com

Show Manager: Jennifer Wilkinson

ME

Meetings & Events
LLC

Evolve™ Expo—EXHIBITORS AGREEMENT TERMS & CONDITIONS

Evolve Expo is produced by Journeys For Conscious Living (J4CL) and managed by Meetings and Events, LLC.(ME). The purpose of the exhibition is to feature exhibitors who support conscious living and for attendees to see, hear, examine and question the latest developments in equipment, supplies and services which are represented.

1. Application must be accompanied with full payment of the total rental fee.

2. J4CL and ME reserves the right to decline, prohibit or expel an exhibit which, in their judgment, is out of character of the exhibition and/or is in violation of this contract or any rules or regulations now or hereafter in effect. Dimensions of all exhibit areas are believed to be accurately stated on the floor plans, however, J4CL and ME will assume no liability for any discrepancies that may actually occur.

3. J4CL and ME will not assume responsibility for the temperature levels of the hall during set-up, show and tear-down.

4. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the exhibit facility or the conducting of said exhibit, together with the rules and regulations of the owners and operators of the facility in which the exhibition is held.

5. Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the exhibitor's booth. Exhibitor's exhibit or product may not extend into any aisle. No exhibitor shall so arrange his/her exhibit so as to obscure or prejudice adjacent exhibitors in the opinion of J4CL and ME. Exhibitors are asked to immediately inform show management of others selling in the aisles. Unauthorized solicitation of products, services, and events at the conference/convention or tradeshow will result in expulsion from the show with no refund.

6. Exhibitor shall be responsible for obtaining any licenses, permits, or approvals required under local, state, or federal law applicable to their activity at the exhibition. Exhibitor shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with their activities at the exhibition.

7. Exhibitor agrees not to assign, sublet or apportion space or any part thereof allotted to him/her, and not to exhibit or advertise goods other than manufactured or sold by him/her in the regular course of business unless approved in writing by J4CL and ME.

8. Cancellation of all, or part, of the exhibit space must be in writing to J4CL and ME. All payments are non-refundable unless exhibit space can be resold, in which case a cancellation penalty applies. See cancellation policy.

9. An exhibitor should carry its own insurance. J4CL and ME and the National Western Complex assume no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damages by fire, accident or any other cause whatsoever, and the exhibitor expressly agrees to save and hold harmless J4CL and ME and the National Western Complex and their respective management, agents and employees from any and all liability resulting from injuries or damage to exhibitor, its agents, employees, persons and/or properties in connection with the exhibitor's use of the exhibit space. By signing this contract the exhibitor is certifying to J4CL and ME and the National Western Complex that it has liability insurance coverage currently in place that is adequate to cover exhibitor's potential liability arising from the exhibitor's participation in this conference and exhibition.

10. It is further agreed that actual occupation of the exhibit space by an exhibit is essential. Should the exhibitor be unable to occupy the space three hours before the exhibition opens, then J4CL and ME is authorized to occupy or cause said space to be occupied in such a manner as it may deem in the best interest of the exhibition, without any rebate or allowance whatsoever to the exhibitor and without in any way releasing said exhibitor from any liability, or from any of its other obligations under this contract. Said exhibitor expressly agrees to pay the exhibition the full sum set forth.

11. J4CL and ME will not be liable for the nonfulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, acts of God, public enemy, terrorism, war or insurrections, strikes, the authority of the law, postponement or cancellation of the exhibition, or for any cause beyond its control. It will, however, in any of the above named reasons reimburse exhibitor on a pro-rated basis on any amount paid, less any and all legitimate expenses incurred, such as but not limited to rent, advertising, salaries, operating costs, etc.

12. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors or other parts of the hotel or convention hall exhibit area without written permission from J4CL and ME. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of J4CL and ME the National Western Complex or convention facility manager or their assistants.

13. The specific requirements as to time for installation and dismantling of exhibits shall be as set forth in this prospectus. J4CL and ME expressly reserves the right to determine rules subject to all installations and dismantling done by any exhibitor at this conference. All booth set ups shall conform to the IAEE Guidelines for Display Rules & Regulations.

14. The exhibitor must, at their expense, maintain and keep in good order their exhibit and the space for which he has contracted.

15. All representatives of exhibitor must prominently wear the official event badge at all times while in the Exhibit area and comply with all other badging and security requirements mandated by the meeting. During event hours, exhibitor's booth must at all times be staffed by a representative or employee of exhibitor.

16. In the interest of the success of the entire meeting, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the exhibit area or sessions during the official hours of the conference.

17. In the event that the Denver fire marshal requests modifications to the exposition hall floor plan, J4CL and ME reserves the right to modify the exposition hall floor plan, move exhibitors to other exhibit spaces, and take any other actions that may be deemed necessary to satisfy the requirements of the fire marshal.

18. No video taping any part of the event, vendors or attendees with out written approval of the J4CL and ME.

19. J4CL and ME undertakes no duty to exercise care, nor do they assume responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or for the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exposition hours and placed in safekeeping by the exhibitor. There is overnight security service, and the room shall be secured when the exhibits are not open. The exhibitor agrees to indemnify, defend, and hold harmless J4CL and ME and the National Western Complex and their respective employees and agents against any claims, liability or expenses arising out of the use of the exhibition premises, and the exhibitor understands that neither J4CL and ME nor the National Western Complex maintains insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Signature _____ Date _____

Name _____

Title _____

Company _____

Please Keep a Copy of This Contract for Your Records.