

2015 CSMTA STATE CONFERENCE

Wednesday, June 3 – Friday, June 5, 2015

Capps Capozzolo Academic Center for the Arts

Colorado State University-Pueblo

2200 Bonforte Blvd, Pueblo, Colorado 81001

EXHIBITOR INFORMATION AND REGISTRATION

Dear Exhibitor:

We are looking forward to an exciting conference filled with inspiring performances, and many educational and informative presentations. Exhibitors are an important part of our conference and we hope you will join us!

Schedule:

Set-up: Wednesday June 3, starting at 8:30 a.m.

Vending Hours: Wednesday 11:00 a.m. – 5:00 p.m., and Thursday - Friday 8:00 a.m. - 5:00 p.m.

Exhibits, including all equipment and materials, must be vacated by 6:30 p.m. Friday June 5.

Lodging:

Exhibitors are responsible for their own lodging. A special CSMTA conference rate is available at the Wingate by Windham, Pueblo. Call 719-586-9000 and ask for the CSMTA conference rate (\$89.00 plus tax per room per night for single or double). This rate is guaranteed until May 7, 2015.

Meals:

You may provide your own meals if you prefer, but you are welcome to join CSMTA for any of the catered lunches and dinners by pre-ordering from the list on the exhibitor application form. All catered meals must be ordered and paid for by May 1, 2015.

*Please be prepared with your own extension/power cords. Although wi-fi will be available, please have alternative means for accepting credit card payments available.

Liability and Insurance:

Each exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damages to displays, equipment, and other property brought upon Colorado State University premises and shall indemnify, and defend, and hold harmless Colorado State University and CSMTA, and their officers or owners, affiliated companies, agents, servants, employees, and directors harmless against all claims, losses and damages. Each exhibitor is responsible for knowing and meeting legal requirements.

The exhibit hall will be secured between vending hours (approximately 5:00 pm – 8:00 am).

If you have any questions, please contact Bonnie J Hoffman, Exhibit Chair: bjhoffman6@comcast.net
Please include “CSMTA” in the subject space.

Complete the Exhibitor Registration form and send it with your payment to the address on the form postmarked **no later than April 20, 2015.**

EXHIBITOR APPLICATION

2015 CSMTA STATE CONFERENCE

June 3 – 5, CSU - Pueblo

Postmark Deadline April 20, 2015

Company Name: _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: _____

Email: _____ Website: _____

Names of Employees (for name tags): _____

Exhibits, including all equipment and materials, must be vacated by 6:30 p.m. Friday June 5.

EXHIBIT SPACES are approx. 8'X10'

\$85 per space with 8' Table X ____ (quantity) = ____ (amount)

\$75 per space with 6' Table X ____ (quantity) = ____ (amount)

MEALS:

Wednesday June 3 Lunch \$14.00 x ____ (quantity) = ____

Wednesday June 3 Dinner \$21.00 x ____ (quantity) = ____

Thursday June 4 Lunch \$12.50 x ____ (quantity) = ____

Thursday June 4 Dinner \$16.50 x ____ (quantity) = ____

Friday June 5 Local Assoc. Lunch \$21.50 x ____ (quantity) = ____

TOTAL ENCLOSED \$ ____

GENERAL REGULATIONS:

Exhibitors will not be permitted to set up their displays until all fees have been paid. Booths must be staffed at all times during the exhibit hall hours. All exhibits must conform to the size of the booth space and must be arranged not to obstruct or interfere with other exhibits. Exits, fire stations, and fire extinguisher equipment must not be obstructed. No exhibitor may obtain exhibit space anywhere outside the designated area. CSMTA reserves the right to immediately restrain, prohibit, or take any action against any exhibitor whose methods or practices are determined to be objectionable, whether legal or non-legal, and/or detract from the quality and integrity of the exhibits or of CSMTA. Such practices shall include, but not be limited to, the appearance of unfair trade practices and deceptive marketing techniques. An exhibitor who fails to rectify an objectionable situation immediately will have their exhibit closed without refund.

As a representative of _____, I understand and agree to abide by the information and regulations as set forth in these two pages.

Signed: _____ Phone: _____

Mail this completed form with your check made payable to CSMTA to:

Bonnie J Hoffman 1509 28th Avenue Court, Greeley, CO 80634

Postmark deadline is APRIL 20, 2015.

Applications will not be accepted without payment. No refunds.