

**ALBUQUERQUE WWW '08 – March 8 & 9
EXHIBITOR APPLICATION/AGREEMENT**

Booth Name: _____ Date _____
 (For listing in Program Guide, Website and Booth I.D. sign-40 characters max including spaces)
 Contact Person: _____ Phone _____ Fax _____
 Mailing Address: _____ City _____ State _____ Zip _____
 E-mail: _____ Referred by: _____

Do you have a New Mexico State Tax I.D. #? ___yes ___no. **Do you have a City of Albuquerque Business License?** ___yes ___no Both licenses required if selling products or services. See bottom of pg. 2 for info.
 Provide specific information (including Brand Names) on all products, services and activities for display or to be sold. Only products and/or services listed and APPROVED by WWW Show Management may be displayed. _____

Representing MLM or Network Marketing Company? ___yes ___no Company Name: _____
Are you offering Samples of Food and/or Beverages? ___yes ___no Health Dept. Permit required (fee \$15). Provide exact description and portion size of samples offered. See pg. 4 (#22-#25) for guidelines. _____
Please indicate quantities of complimentary Marketing Materials you would like to receive from us to help promote WWW. Delivery/pick up approx. 30 days prior to event : Postcard Flyers (4"x6") _____ Posters (11"x17") _____

Booth # Requested: Booths assigned on first come/first serve basis. Go to www.worldwellness.org click on "Exhibitor Info" for floorplan. Call for available booths (541) 552-1782. **1st Choice** _____ **2nd Choice** _____ **3rd Choice** _____

The following information required only for Exhibitors choosing Booth Option B or C (see pg. 2)
Preferred Class Time: 50 min. classes begin at 10:00 am on the hour with last class at 6:00pm Sat. & 4:00 pm Sun. Classes assigned on first come/first serve basis. **Circle day and indicate time:**
1st Choice: Sat. Sun. _____ 2nd Choice: Sat. Sun. _____ 3rd Choice: Sat. Sun. _____
 Most classrooms come equipped with podium, riser, flip chart, table and microphone. Power Point projection (computer not provided) and DVD projection optional for \$25/class. CD player not provided except in movement classroom.

PAYMENT INFORMATION: TOTAL COST due upon receipt of this application to reserve your space. Checks, Money Orders, **Visa or MC only**. Make checks payable to Beach Ave. Productions.

Cost of Booth(s) Check Option: A ___ B ___ C ___ \$ _____ C.C. # _____ -- _____ -- _____ -- _____
 # ___ Sat. Kiva Audittoreum @ \$35 ea. \$ _____ Exp. Date _____ 3 digit security code on back _____
 # ___ Sun. Kiva Audittoreum @ \$35 ea. \$ _____ Billing Address _____
 # ___ Both Days @ \$65 ea. \$ _____ City _____ ST _____ Zip _____
 #Sat. ___ #Sun. ___ Exhibitor Passes @ \$10 ea. \$ _____ Name on C.C. _____
 Power Point _____ DVD _____ @ \$25 per class \$ _____ Signature _____
 Health Dept. Permit for Sampling @ \$15 \$ _____
 COUPON CODE _____ TOTAL \$ _____

Signature acknowledges acceptance of terms, conditions and regulations located on pages 1 thru 5 of this agreement. By acceptance of this agreement, the Exhibitor expressly releases World Wellness Weekend/Beach Ave. Productions from any and all liability for damage, injury or loss to any person or goods, which may arise from the rental and occupation of booth. **Applicant's Signature:** _____ **Date:** _____
FAX THIS PAGE TO (541) 552-1782 or MAIL WITH PAYMENT TO: 349 E. Main St. #3, Ashland, OR 97520

FEES AND OPTIONS

Non-Profit Groups with proof of 501-C3 status receive a \$100 discount on fees for Option A or B only.

Booths may be shared, although WWW will not coordinate. Payment must be made for full booth by single applicant.

OPTION A: BASIC BOOTH-\$495

10' x 10' pipe and drape booth with 8' backdrop and 3' sidewalls, 6' draped table, 2 chairs, Booth I.D. sign, Website and Program Guide Listing, 4 Non-Transferable Exhibitor Passes per day.

OPTION B: DELUXE BOOTH-\$595

Includes the Basic Booth (Option A) plus a 50 min. classroom slot and a 50 word description of your class and/or booth in the Program Guide that will be posted on the website and distributed in the Albuquerque Journal and on-site.

OPTION C: EXHIBITOR SPONSORSHIP*-\$995

Includes everything listed in Option B and the **Exclusive Rights for your Brand Name product or Trademarked service**. Also includes booth placement in the prime Sponsor Exhibit area, two VIP seating tickets for either Marianne Williamson or Deepak Chopra Keynote Address and Program Guide listing as a Sponsor

*Other Partner/Sponsorship options are available with additional benefits. Please call for information (541) 552-1782

ADD-ONS: Sat. Evening Program: Marianne Williamson/Michael Franti. 7:30 pm Kiva Auditorium \$35 (\$45 value)

Sun. Evening Program: Deepak Chopra Sun. 5:00 pm Kiva Auditorium \$35 (\$45 value)

Both Evening Programs: (Williamson, Franti & Chopra) Premium Reserved seat \$65 (\$75 value)

Additional Exhibitor Passes for Booth staff (4 per day included with booth fee) - \$10 ea./day

Electricity, Phone and Internet are available from the Convention Center for additional fees (standard electrical outlet \$65 ordered at least 5 days before) Visit www.albuquerquecc.com/services/electrical-utilities.php call: 505 768-3863

ALL EXHIBITORS MUST READ: WWW EXCLUSIVE RIGHTS POLICY

As our policy is to be inclusive, rather than exclusive, only sponsors (Option C or above) receive Exclusive Rights to their Brand Name or Trademarked Product or Service. All applications received for booths or sponsorships are conditionally accepted up until 60 days prior to opening of show. If another exhibitor applies for a Sponsorship option for the same BRAND NAME or TRADEMARKED product or service after receipt of your application you will be given the first right of refusal to upgrade to that level and receive the exclusive rights for that Product or Service. If you choose not to upgrade then the Exhibitor choosing the higher Sponsorship option will be given the Exclusive Rights to that product or service and the original applicant will be given a 100% refund of all money paid if they choose not to participate in the Event.

EXHIBITOR SERVICES

Disco Display (ph. 505 268-5487) is the exclusive provider of material handling, drayage, freight services and additional furnishings not included in your booth package. You will receive an Exhibitor Kit by e-mail after your registration is processed or call WWW (541) 552-1782 to request a fax or e-mail copy.

DISCOUNT DEADLINE: order by Feb. 28th to receive best rate

Exhibitors may move material, equipment and supplies on wheeled devices (hand trucks, carts) through the Marquette St. loading dock area only. Wheeled devices must be supplied by the exhibitor.

EXHIBITOR SCHEDULE

Albuquerque Convention Center, NW Exhibit Hall 401 2nd St. NW, Albuquerque, NM 87102 www.albuquerquecc.com

Load-in/Booth Set-up: Fri. March 7th 1:00pm-9:00 pm, Sat. March 9th: 7:00 am-9:00 am Marquette St. Loading Dock

Booth Restocking: Sun. Mar. 9th 8:30am-9:30 am **Breakdown/Load-out:** Sun. March 9th 6:00 pm-10:00pm

SHOW HOURS:

Wellness Expo: Sat. 9:30am-7:00pm and Sun. 9:30 am-6:00pm NW Exhibit Hall

Classes, lectures, and featured speakers: Sat. and Sun. 10:00 am -6:00 pm

Marianne Williamson/Michael Franti: Sat. 7:30 pm Kiva Auditorium

Deepak Chopra Closing Address: Sun. 5:00 pm, Kiva Auditorium

SALES TAX PERMITS & BUSINESS LICENSES

Any person or business selling products or services at WWW (including out-of-state sellers) must have a N.M. STATE Tax ID# and collect the applicable tax (6.875%) and a City of ABQ Business License. The State Tax ID# is free and will take about 2-3 weeks to receive. Visit www.tax.state.nm.us/forms/year99/acd31015f.pdf or call (505) 841-6200 for more info. The State Tax ID# is required to obtain the City Business License (fee \$35) and will take about 2 weeks to receive. Visit: www.cabq.gov/treasury/license.html for application or call (505) 768-3309

Albuquerque Convention Center Exhibitor Rules and Regulations

1. Smoking is strictly prohibited at all times in the Albuquerque Convention Center.
2. Utility services (electricity, internet, phone etc.) are exclusively provided by the Albuquerque Convention Center. All utility service requests must be received five (5) working days prior to Exhibitor move-in to avoid late fees. To order services visit: www.albuquerquecc.com/services/electrical-utilities.php or call: 505 768-3863
3. Painting of any kind within the Albuquerque Convention Center is strictly prohibited. Exhibitors may not glue, tape, tack, nail, or in any way affixed to any interior or exterior surface of the Center. Nothing may be attached to exhibit floor columns, even within booths and drilling is strictly prohibited.
4. Glitter, streamers and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the Albuquerque Convention Center.
5. No outside food or beverage is allowed inside the facility. Please contact our in-house food and beverage provider, Aramark 505- 768-3885 for any food and beverage needs.
6. No collections or donations, whether for charity or otherwise, shall be made, attempted or announced without prior written approval by the Albuquerque Convention Center.
7. The Albuquerque Convention Center is not responsible for trash generated by the Exhibitor. The show will be provided a bulk trash receptacle in the loading dock for exhibitor's use.
8. Please remember not to throw boxes or trash generated during show hours into the aisles. Aisle ways and exit ways must remain clear of any trash or debris and cannot be obstructed in any manner.
9. If selling goods, products or services all exhibitors must have a State of New Mexico CRS Tax ID# and City of Albuquerque Business License. To obtain a NM Tax ID #: www.tax.state.nm.us/forms/year99/acd31015f.pdf or call (505) 841-6200 for more info. For the City Business License visit: www.cabq.gov/treasury/license.html or call (505) 768-3309. You must have your State Tax ID# before applying for your City Business License.
10. All decorations and display items within your booth must be fire-retardant in accordance to Fire Code. No crepe paper, hay or straw bales, unpainted wood etc. Please contact Show Manager for more details.
11. No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.
12. All banners and signage outside of booth must be hung by Disco Display. Exhibitors may not hang banners or signage outside of booth without approval from show management.
13. No open flame lighting devices may be used in the Albuquerque Convention Center without the advance written approval of the City of Albuquerque Fire Marshal. Please contact Aramark at 505- 768-3885 to rent pre-approved candles.
14. Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense.
15. Loading in and loading out must be done through the designated loading docks assigned to show. Loading in and loading out through the Center lobbies is strictly limited to hand-carried items. Materials, which require the use two-wheeled (or more) apparatus must go through the designated loading dock area. The Albuquerque Convention Center, World Wellness Weekend or Disco Display do NOT provide carts, dollies, pallet jacks, labor etc., for exhibitors use
16. The Albuquerque Convention Center cannot accept freight shipments or packages for exhibitors, show management, or its contractors at any time. Freight must be consigned through Disco Display-see Exhibitor Services Kit for order form. There are no exceptions to this policy.
17. Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load without prior approval from show management. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through show management..
18. No items may be thrown at any time from your booth(s).

19. Helium-filled balloons are allowed in the Center only as part of a display, and must be securely fastened to the booth. Balloons may not be given out and must be used for décor only. Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the during all event hours.

20. All live animals are prohibited, with the exception of guide and service animals. Exhibitors wishing to display live animals as an integral part of an exhibit must get prior approval from show management. Waiver of this prohibition is contingent on description and number of animals, handler/trainer supervision, required insurance certificates, etc.

21. The Albuquerque Convention Center has a no tipping policy. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the Center.

FOOD AND BEVERAGE SAMPLING AND COOKING DEMONSTRATION RULES AND REGULATIONS:

22. Exhibitors must only distribute samples of no more than two (2) ounces of food or non-alcoholic beverages. Sales of said product during the show are allowed provided that sales of the product being sampled are the exhibitor's primary line of business. Sales of product are allowed provided that products are bulk packaged and are not intended for on-site individual consumption. WWW will obtain the Health Dept. Permit (\$15) as a service for you.

23. Portable cooking equipment not flue-connected is permitted if equipment is fueled by small heat sources that can be readily extinguished by water, such as alcohol-burning and solid alcohol equipment. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of Albuquerque Convention Center is necessary.

24. No oils, combustibles, or any liquids other than water may be poured in the Albuquerque Convention Center drainage or sewer systems. No tools, machines, cookware, or other items may be emptied, washed, or rinsed in Albuquerque Convention Center restrooms. Cookware, dishes, utensils, etc., may not be filled from Albuquerque Convention Center restrooms or janitors' closets.

25. Exhibitors demonstrating or using cooking appliances must have at least one 2A10BC extinguishers in the booth at all times. Exhibitors demonstrating or using any appliance producing grease laden vapors (deep fryers, frying pans etc. etc.) must have at least one Type K fire extinguisher. Cooking appliances must be isolated from spectators by at least four feet or by a barrier between the appliances and the spectators. Use of cooking appliances requires prior approval of the Albuquerque Convention Center. No overnight cooking is allowed. For further questions regarding cooking, please contact the Albuquerque Fire Department Fire Marshal's Office (505) 764-6300.

Ice & Water Services. Water service for chafing dishes and pitchers may be obtained through restrooms or through a water source designated to the show by the Center. Concession and kitchen areas may not be used without the approval of the Center. Ice service is exclusively provided by the Center's in-house food services department. Please contact Aramark at 505-573-7855 to set up this ice service in advance.

Trash Disposal. The trash generated by exhibitors and general housekeeping of the exhibit area is the responsibility of exhibitors and/or the show's general service contractor. The Center will designate an area where show trash can be properly disposed at. Disposal of food items in restrooms sink/toilets, concessions areas and in public trash receptacles is strictly prohibited. In the event trash is not properly disposed of, clean-up fees may apply.

ADDITIONAL WWW RULES, REGULATIONS AND TERMS OF SALE

Default: No exhibitor shall be allowed to set-up or occupy their booth unless payment has been made in full and World Wellness Weekend has received the signed contract(s).

Booth Cancellation: Booth rentals cancelled by Jan. 1, 2008 will receive a 50% refund of total booth cost. No refunds will be issued for booths cancelled after Jan. 1, 2008. (Exception-see pg. 2-WWW Exclusive Rights Policy).

Booth Set-up: Booth Set-up is from 1:00 pm to 9:00 pm on Fri. March 7th and 7:00am to 9:00am on Saturday March 8th.

All booths must be set-up by 9:00am Saturday March 8th. Any booth unoccupied as of 9:00am on Saturday March 8th will be considered cancelled and may be re-rented by World Wellness Weekend without any compensation to Exhibitor. Exhibitors are solely responsible to Disco Display for any overtime charges incurred for set-up after 4:30 pm Fri. Exhibitors will be allowed into the Exhibit Hall at 8:30 am Sun. March 9th for restocking.

Booth Breakdown & Removal: Booth breakdown begins at 6:00 pm on Sunday, March 9th. **Exhibitors may not begin booth breakdown/removal before 6:00pm Sunday, March 9th. \$250 fine for early breakdown-strictly enforced.** Exhibitor shall remove all property by 10:00pm Sun. March 9th.

After 11:00 pm Sun. March 9th, World Wellness Weekend has the authority to remove and dispose of Exhibitor's property that is not removed from the Albuquerque Convention Center, and Exhibitor agrees to pay the cost incurred by World Wellness Weekend in connection with such removal and disposal.

Show Hours and Booth Manning: Booths should be manned at all times during Expo hours: Saturday, March 8th from 9:30am to 7:00pm and Sunday March 9th from 9:30 am to 6:00 pm.

Treatments: Any Exhibitor that is a Licensed or Certified Healthcare Practitioner (Chiropractor, Acupuncturist etc.) providing treatment services at World Wellness Weekend must have the client sign a consent form, releasing World Wellness Weekend, Beach Avenue Productions, The Albuquerque Convention Center and the Show Management and Staff harmless from any injuries or negative effects of such treatment. All practitioners must abide by the State of New Mexico laws regarding their practice. A copy of your current license or certificate must be posted at your booth.

Classes and Presentations: Presenters must check in 15 minutes prior to their scheduled presentation time with their classroom monitor. All presenters agree to start their presentation on the hour and end no later than 50 min. past the hour. The room will be cleared at that time in order to prepare for the next presentation. A/V aids must be pre-arranged.

Security and Insurance: Security Services may be on the Albuquerque Convention Center premises, but Exhibitors are responsible for their valuable items. World Wellness Weekend, Beach Avenue Productions, Albuquerque Convention Center and the show management and staff are not liable for theft or damage to Exhibitor products or materials. Fire and Theft Insurance, if desired, must be taken out by the Exhibitor at his own cost and expense. Exhibitor shall be responsible for insuring any property brought on the Albuquerque Convention Center Premises. World Wellness Weekend shall not be required to furnish content insurance for Exhibitor's or for any other person brought on the Albuquerque Convention Center premises in conjunction with World Wellness Weekend.

Illegal Activities: No illegal activities may take place in any booth. Sound equipment may not project beyond the confines of the booth area. All activities, including literature distribution must occur within the Exhibitor's booth area. All tables, chairs, displays, etc. must remain within the Exhibitor's booth area.

Exhibitor Passes: Exhibitors will be provided with 4 exhibitor wristbands per day, which allows entrance into the Exhibit area and all classes and special events, except for Keynote Speakers.. Passes are non-transferable and must be worn at all times. ***World Wellness Weekend will not replace lost, stolen or forgotten wristbands.*** Additional passes \$10/day.

Parking: The Albuquerque Convention Center is connected to 1,500 convenient parking spaces. Primary parking is available at the Convention Center Garage (Martin Luther King Blvd & Broadway), with overflow parking available at the Civic Plaza garage (Marquette & 3rd St.). Event parking in these garages is \$6.00 per vehicle, without in/out privileges.

Other: Any matter not specifically covered in this contract shall be subject solely to the decision of World Wellness Weekend. Violation of the Exhibitor rules shall be cause either for immediate expulsion of Exhibitor without recompense, or rectification by World Wellness Weekend at Exhibitor's expense. World Wellness Weekend reserves the right to refuse/revoke any booth rental application without explanation.

Applicable Law: Choice of Law; Venue: Exhibitor shall abide by all applicable federal and state laws and regulations, and all rules and regulations of the Albuquerque Convention Center and The State of New Mexico. In any action, suit or legal dispute arising from this Agreement, Exhibitor agrees that the laws of The State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in The State of New Mexico at World Wellness Weekend's discretion.

Amendment: This Agreement shall not be altered, changed or amended except by an amendment in writing executed by the parties hereto.

Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns and is specifically enforceable.

Force Majeure: World Wellness Weekend and Beach Ave. Productions, it's staff and independent agents, shall have no liability to Exhibitor, and Exhibitor shall have no claim or action against World Wellness Weekend therefore, because of World Wellness Weekend's failure to perform any of its obligations in the Agreement if the failure is due to unforeseen occurrences or to reasons beyond World Wellness Weekend's reasonable control, including without limitation, strikes or other labor difficulties, war, riot, terrorism, civil insurrection, accidents, acts of God or governmental authorities in connection with a national, state or local emergency. In such event, Exhibitor's sole remedy shall be limited to cancellation and World Wellness Weekend may retain such part of each Exhibitor's rental as shall be required to cover expenditures already made up to such occurrence.