

TRI-CITIES HOLISTIC HEALTH EXPO 2008

MAY 31 & JUNE 1, 2008

REGISTRATION/APPLICATION
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<p>Exhibition Times: Saturday, May 31 10:00 am - 6:00 pm Sunday, June 1 10:00 am - 6:00 pm</p> <p>Set Up Times Friday, May 30 2:00 pm - 9:00 pm Saturday, May 31 7:00 am - 9:45 am</p> <p>Tear Down Time: Sunday, June 1 6:05 pm - 9:00 pm</p>	<p>Complete and return with payment to: <i>O.P. Publishing</i> P.O. Box 9027, Gray, TN 37615</p> <hr/> <p>EXPO LOCATION: Appalachian Fair Grounds Gray, TN</p>	<p>Contact Information: Dr. Mitzi Pyles, Expo Coordinator 423-467-3302 or 423-943-4307</p> <p>e-mail: oppublishing@yahoo.com website: www.op-publishing.com</p>
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<p style="text-align: center;">Exhibitor Information</p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>City: _____ State _____ Zip _____</p> <p>Phone: (____) _____ Cell: (____) _____</p> <p>Fax: (____) _____</p> <p>E-mail: _____</p> <p>Website: _____</p> <p>Brief Description of Products and/or Services _____</p> <p>_____</p>	<p>Up to three exhibitor passes for you and your workers are included with your fee. Please list the names of your workers, including yourself:</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>Name badges will be provided at the door for these workers. They must be present and provide a photo ID to receive their badges. A photo ID must be presented at the door each time prior to entry into the exhibition hall. These badges are non-transferable and must be worn by you and your workers at all times during the EXPO.</p>
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Booth Reservations: List 3 preferred booth choices by number. We will do our best to give you the booth (s) you request, however, we reserve the right to place you in a different booth of equal value if your choices are already rented or if it is otherwise necessary in order to maintain a good balance during the Expo. Please see booth information next page.

	Amount Due
(1) _____ (2) _____ (3) _____	\$ _____
Additional Booths Reserved	\$ _____
Additional Tables @ \$25.00	\$ _____
Additional Chairs @ \$5.00	\$ _____
Electricity @ \$35.00	\$ _____

Program Advertising Information: (Please check all that apply)

- Bus. Card = \$45** **1/4 pg. = \$85.00**
 1/2 pg. = \$190.00 **Full Page \$380.00**

Total Advertising \$ _____
Sponsorship \$ _____

Sponsorship Information: Please see sponsorship information.

Sponsorships must be paid in full when requested.

Presenter's Fee 45 minute session: _____ sessions @ \$25 (Complete Presenter's App. on page 2) \$ _____

VISA/MASTERCARD Authorization

Amount Authorized \$ _____ date of application. _____

Card #: _____

Exp Date: _____

Cardholder Name: _____

Signature: _____

I authorize **O.P. Publishing** to charge the above amount to my credit card for Expo fees.

Check here if you would like your balance automatically charged to this credit card in April.

Charge this card for the balance of my Expo fees \$ _____ on May 15, 2008.

Total Due \$ _____
Amt. Paid - Min 50% deposit required \$ _____
Bal. to be paid in full by May 15, 2008 \$ _____

Please make checks payable to: **O.P. Publishing**

The undersigned hereby agrees to adhere to all terms and conditions set forth on every page of this agreement.

Signature _____
Date _____

Presenter's Application

Presentation Topic: _____

Description of Subject Matter: _____

Presenter's Name: _____ Business Name: _____

Kind of Business or Service Offered: _____

Brief Bio (to be used as your speaker introduction and on Expo website): _____

List three preferred presentation sessions in order of preference:

- 1) _____
- 2) _____
- 3) _____

We will do our best to place you in your requested time slot and accommodate all your needs. Please list any extra items or services that you may require. We will contact you if we cannot provide them.

Presentation Schedule:

<u>Sat. May 31, 2008</u>		<u>Sun. June 1, 2008</u>	
Session 1	10:15 am - 11:00 am	Session 9	10:15 am - 11:00 am
Session 2	11:15 am - 12:00 pm	Session 10	11:15 am - 12:00 pm
Session 3	12:15 pm - 1:00 pm	Session 11	12:15 pm - 1:00 pm
Session 4	1:15 pm - 2:00 pm	Session 12	1:15 pm - 2:00 pm
Session 5	2:15 pm - 3:00 pm	Session 13	2:15 pm - 3:00 pm
Session 6	3:15 pm - 4:00 pm	Session 14	3:15 pm - 4:00 pm
Session 7	4:15 pm - 5:00 pm	Session 15	4:15 pm - 5:00 pm
Session 8	5:15 pm - 6:00 pm	Session 16	5:15 pm - 6:00 pm

Booth Reservation Information: Please see **Exhibition Hall Diagram** for sizes, locations and prices. Each booth includes an 8' covered table (additional covered tables are \$25 each), two chairs (additional chairs are \$5 each) and an enclosure. Shared booths include two 4' covered tables. Only designated booths may be shared, unless previously approved by the Expo Coordinator. Booth space is **NOT** transferable and exhibitors may not change assigned location without previous permission from the Expo Coordinator. All exhibitors are required to be fully set-up and operational through the official Expo opening hours. Any exhibitor setting up late or leaving early on either day will be assessed an additional \$50 fee and may lose their space to those on the waiting list. This is a professional Expo and all exhibitors are expected to fulfill their responsibilities to the Expo staff and the other exhibitors by maintaining professional representation during the entire event. All signage, products, racks, objects, furniture, etc. must be kept within the booth enclosures. No exhibitor or their workers shall be permitted to pursue or harass Expo attendees by calling out to them as they pass by or by other means. Doing so is cause for dismissal from the remainder of the Expo without refund. Exhibitors are responsible for making certain that all their workers understand and abide by all the terms and conditions of the Expo. No more than three people (workers) are permitted in booths at any one time, except during set up and tear down. All booths must be thoroughly cleaned with all the exhibitor's belongings and debris removed by 10 pm the last day of the expo. Please bring a broom, wastebasket and any cleaning materials you may need to thoroughly clean your booth. Booths left dirty or unsatisfactory will be assessed an appropriate cleaning charge. Exhibitors are responsible for maintaining the table skirts and enclosures, and replacement of those items if they are damaged. There may be NO open flames (candles must be contained within glass) and no burning incense. Electricity must be requested in advance, otherwise the cost is \$75 for an electrical connection. Signs may be displayed on an easel or hung from the booth pipes with S-hooks ONLY. **Nothing is to be attached to the booth enclosures or table coverings with pins, staples, tape, etc.** Booth reservation fees are non-refundable, unless there is a waiting list and the booth is assigned to another exhibitor. Otherwise, booth fees may be credited to the next Expo event. All exhibitors should be aware that due to the holistic nature of this event, harmful chemicals, synthetic colognes, perfumes, and other offensive aromas are not permitted in the exhibition hall. Noise levels should also be kept to a minimum for the comfort of everyone. All booths are required to have coordinating skirted tables and enclosures (provided with booth reservation), these may not be altered in any way. All booth reservation fees must be paid in full by May 15, 2008 or the booth may be forfeited and released to those on the waiting list.

Sponsorship Information: Sponsorships are available at \$1,000, \$1,500 and \$5,000. Sponsorship benefits include prime booth reservation, skirted table, 2 chairs, enclosure, large Expo banner, name and logo on all Expo advertising (may include multiple exposure in newspapers, magazines, radio and television media), advertisement in program (1/4 page \$1,000; 1/2 page \$1,500; and full page and name on Expo tote \$5,000 sponsorship), Expo tickets, and a forty-five minute presentation. All sponsorships must be paid in full when requested. Please call for more information.

Presenter's Information: There are sixteen, forty-five minute time frames for presentations. Please select three preferred times from the list below. We will do our best to have you present during your preferred time (s). There is a \$25 fee per presentation. The Expo will provide a hand held microphone, podium and seating for fifty people. Presenters have fifteen minutes to set up for presentations and are expected to be on the stage and ready to present at the beginning of their allotted time. Please be mindful of other presenters and your audience. Take care not be late and do not go over your allotted amount of time. A volunteer will be available to assist you with handouts and to keep the presentation moving and on time. A brief biography is requested of each presenter. This will help us make certain there is a good balance of information during the Expo and that our presenters are credentialed and qualified to speak on their respective subjects. Presenters may submit a high quality digital photo (either by e-mail or on a disc) to be featured on the Expo website.

General Information: Exhibitors and all workers grant full permission for TRI-CITIES HOLISTIC HEALTH EXPO, the Coordinator and/or *O.P. Publishing* to photograph exhibit displays for future use by the Coordinator, TRI-CITIES HOLISTIC HEALTH EXPO, and/or *O.P. Publishing*. These photos and videos become the property of the Coordinator and may be used in any manner deemed appropriate by Coordinator. Exhibitor agrees not to play or perform any music which is licensed for use by any national or international music licensing authority, group or party. Exhibitor shall not bring into the exhibition hall any illegal, caustic, explosive, irritating or otherwise dangerous chemicals or materials of any kind. The Expo exhibit hall will be locked during non-operating hours and security will be available during operating hours. However, neither the Coordinator, *O.P. Publishing*, TRI-CITIES HOLISTIC HEALTH EXPO, or the Appalachian Fair Grounds will be held responsible for damaged or missing items. Every precaution will be taken to keep everyone safe while at the Expo, however the Coordinator, *O.P. Publishing*, TRI-CITIES HOLISTIC HEALTH EXPO, and the Appalachian Fair Grounds shall not be held liable for any injuries or accidents that may occur while on the property during the time the Expo inhabits the exhibition hall and/or its grounds. The coordinator has the right to remove or prohibit admittance to the Expo, any person who engages or has engaged in conduct, while in the exhibition hall or on the grounds, that the Coordinator deems offensive, dangerous or inconsistent with the purpose of the holistic Expo. The Coordinator also reserves the right to refuse exhibition to anyone whose products or services may be contradictory to the nature of this event..