

Healthy Mother & Child EXPO

August 30 & 31, 2008

Registration/Application

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Exhibition Times: Saturday & Sunday, August 30 & 31 10:00 am - 6:00 pm Set Up Times Friday, August 29 3:00 pm - 9:00 pm Saturday, Aug. 30 7:00 am - 9:45 am Tear Down Time: Sunday, August 31 6:05 pm - 9:00 pm	Complete and return with payment to: <i>O.P. Publishing</i> P.O. Box 9027, Gray, TN 37615	Contact Information: Dr. Mitzi Pyles, Event Coordinator 423-467-3302 expo@op-publishing.com www.op-publishing.com
	Event Location: MeadowView Resort Kingsport, TN I-26, Exit 3	

<p align="center">Exhibitor Information</p> Name: _____ Business Name: _____ Address: _____ City: _____ State _____ Zip _____ Phone: (____) _____ Cell: (____) _____ Fax: (____) _____ E-mail: _____ Website: _____ Brief Description of Products and/or Services _____ _____ _____	Up to five exhibitor passes for you and your workers are included with your fee. WARNING: THESE PEOPLE MUST BE WORKING IN YOUR BOOTH. Please list the names of your workers, including yourself: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ All attendees not physically working in your booth must purchase \$3.00 admission tickets.
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Booth Reservations: See booth layout map for locations and prices and 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.
 Booth prices include entire weekend.

	Amount Due
(1) _____ (2) _____ (3) _____	\$ _____
Additional Booths Reserved (1) _____ (2) _____	\$ _____
Additional Tables @ \$25.00 x _____ (# of tables).....	\$ _____
Additional Chairs @ \$5.00 x _____ (# of chairs)	\$ _____
Electricity @ \$45.00	\$ _____

Program Advertising Information: (Please check all that apply & e-mail ad info. to us by Aug. 15, 2008)

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

Sponsorship Information: Please see sponsorship information. Sponsorship \$ _____

Sponsorships must be paid in full when requested.

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

Add \$50 late fee after August 15 \$ _____

Total Due \$ _____

All balances must be paid in full with registration/application.

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

The undersigned hereby agrees to adhere to all terms and conditions set forth on all three pages of this EXPO agreement.

VISA/MASTERCARD Authorization Amount Authorized \$ _____ date of application. Card #: _____ Exp Date: _____ Cardholder Name: _____ Signature: _____ I authorize <i>O.P. Publishing</i> to charge the above amount to my credit card for Expo fees.
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Signature _____	Date _____
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Booth Reservation Information: Please see **EXPO Booth Diagram** for sizes, locations and prices. Booth fees include both days of event (ex. \$395 fee is for entire weekend, one fee = 2 days). Each booth includes a table (additional tables are \$25 each), two chairs (additional chairs are \$5 each) and pipe & drape. Shared booths do not include 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 four 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 9 pm the last day of the expo. Please bring any cleaning materials you may need to clean your booth. Booths left dirty or unsatisfactory will be assessed an appropriate cleaning charge. Exhibitors are responsible for maintaining the table skirts (if rented) and pipe & drape, 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 is available for \$45 per booth**, this fee goes entirely to the MeadowView. Signs may be displayed on an easel or hung from the booth pipes with S-hooks ONLY. **Nothing is to be attached to the pipe & drape or rented 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 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. After August 15, 2008 all booth reservations will be assessed a \$50 late fee. Ad copy for EXPO program must be received by August 15, 2008. **EVERY PRODUCT AND SERVICE YOU BRING TO THE EXPO MUST BE LISTED ON YOUR APPLICATION.**

Sponsorship Information: Sponsorships are available at \$1,500 (1 prime space), \$2,500 (2 prime spaces) and \$5,000 (4 prime spaces). Sponsorship benefits include: For each space: 1 skirted table, 2 chairs, pipe & drape, electricity; name on Expo advertising (may include multiple exposure in newspapers, magazines, radio and television media), advertisement in program (1/2 page \$1,500; full page \$2,500; and cover full page ad \$5,000 sponsorship), 5 Expo tickets, and one forty-five minute presentation session. **All sponsorships must be paid in full when requested.**

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 **Healthy Mother & Child EXPO**, the Coordinator and/or *O. P. Publishing* to photograph exhibit displays for future use by the Coordinator, **Healthy Mother & Child 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 without permission. Exhibitors understand that they are responsible for collecting and reporting sales tax on all taxable items they sell at the EXPO. 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, however, neither the Coordinator, *O.P. Publishing*, **Healthy Mother & Child EXPO** or the MeadowView 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*, **Healthy Mother & Child EXPO** and the MeadowView 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 the registration/application of anyone whose products or services may be contradictory to the nature of this event and/or if the EXPO quota for this product or service has already been met. All exhibitors and workers fully understand that whether or not this agreement is signed, by registering for this event you and all your workers agree to all terms and conditions herein.