

**Colorado Independent Publishers Association
College 2010
March 26-27, 2010
Red Lion Hotel Denver Central
Denver, CO
Trade Exhibitor Application and Contract**

(Please Type or Print)

Name of Company

Name of contact person / Position

Mailing Address

City

State

Zip

Phone

Fax

After hours phone / cell

Email

EXHIBITOR, for consideration received, agrees to all conditions and further agrees that: neither CIPA, the Red Lion Hotel, nor any of their respective employees, agents, contractors or representatives will be held liable for injury to any person or for any loss or damage to property owned and/or controlled by the exhibitor, and shall be indemnified and held harmless by Exhibitor for any claims for damages or injuries which may be incident to, arise from, or be in any way connected with the exhibitor's display. Should any legal action be necessary to enforce the terms of this contract, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled. Exhibitors wishing to insure their exhibit merchandise and display material against loss of any kind must do so at their own expense and should contract their own insurance brokers. Exhibitors will be responsible for any damage to their booth areas, nails, tacks or screws must not be driven into walls, floors, or woodwork. Reservations will be taken on a first-come, first-served basis.

Exhibitor Guidelines:

1. Exhibitors must confine all display materials and activities to their contracted booth space.
2. CIPA reserves the right to remove any material or activity deemed inappropriate or offensive.
3. No subletting of booth space.
4. Food and/or beverages may be dispensed without charge from the exhibitor’s booth with prior written approval from CIPA and
 - The distribution area must be kept clean and attractive.
 - No alcoholic beverages may be served in exhibit booths.
 - No cooking can take place in exhibit booths.

Exhibit Timetable:

Set up:

Thursday March 25, 2010 6:00 p.m. – 9:00 p.m.

Friday March 26, 2010 7:00a.m. – 9:00a.m.

All exhibits must be set up and show-ready by 9:00 a.m., Friday, March 26, 2010. Any exhibit space not occupied by 7:00 a.m. may be reassigned with no refund due to the original exhibitor.

Show hours:

Friday 9 AM – 5 PM; Saturday 9 AM – 3 PM.

Tear Down:

Booths may be dismantled after 3:00 P.M Saturday March 27, 2010

Booth Rates: Circle one

	Early registration (On or before 3/01/10)	Regular Registration (after 3/01/10)
CIPA Member	\$425*	\$525*
Non-CIPA Member (includes six-month membership to CIPA)	\$525*	\$625*
<ul style="list-style-type: none"> • Includes 1 Awards Dinner Ticket 		

Booths may be split between two Exhibitors. Each Exhibitor must complete, sign, and submit an application/contract.

All booth cancellations must be submitted in writing. A refund less \$150 will be issued if the cancellation is received prior to 5:00 p.m. on March 12, 2010. No refunds will be issued after that date.

Electric Outlets needed @ \$25: Check one: _____ 110 _____ 220

An electricity contract will be sent with your confirmation and Exhibitor Packet and is to be mailed directly to the hotel with payment. There will be no charge for wireless.

I have read the terms and conditions and agree to comply with them. A check payable to Colorado Independent Publishers Association or credit card information for the full amount of the booth space is enclosed.

Amount of check enclosed \$ _____

Visa _____ MC _____ Credit Card Number _____ Expiration _____

Authorized Signature

Mail or fax this completed contract (three pages) and payment to:

Colorado Independent Publishers Association
c/o CIPA College Exhibitors
PO Box 101975
Denver, CO 80250-1975

Fax: 303.957.5428

admin@cipabooks.com

Red Lion Hotel:

You will need to make your room reservation directly with the hotel. Please ask for the CIPA COLLEGE room block to get the special room rate. Book your room early as the block may sell out quickly.

Red Lion Hotel Central Denver

4040 Quebec Street
Denver, CO 80216
PHONE: (303) 321-6666
FAX: (303) 355-7412
RES: (800) RED-LION

**THANK YOU FOR PARTICIPATING
PLEASE MAKE A COPY OF THIS APPLICATION/CONTRACT BEFORE SUBMITTING**