

57TH ROCKY MOUNTAIN REGIONAL TURFGRASS CONFERENCE & TRADE SHOW
EXHIBITOR'S CONTRACT/REGISTRATION FORM

(Please Print All Information)

Company Name* _____ Contact Name _____
Billing Address _____ Contact Phone # _____
City _____ State _____ Zip _____
Email _____ Fax # _____

*this will be the company name on your booth signage unless otherwise specified on the line below

Booth Signage: _____

TERMS & CONDITIONS

1) **THE EXHIBITOR RULES AND REGULATIONS** provided as an insert with this Contract are a part of this Contract – a signed and dated copy to confirm that the rules and regulations have been read and understood must accompany this completed contract/registration form.

2) **DEPOSITS:** Enclose the minimum deposit of \$200.00 per booth. Deposits are non-refundable

3) **BALANCE DUE** to be paid by November 1, 2010. Booth space not fully paid for by this date may be resold and will not be eligible the next year for priority point booth selection.

4) **YOU MUST REGISTER** all personnel of the exhibiting company who will service and work the contracted booth space on this form. **BADGES ARE NOT TRANSFERRABLE** and are for the use of the personnel of the exhibitor or its suppliers. **List booth personnel on the back of this form or attach a separate sheet. Each exhibitor is allowed a maximum of 3 personnel per booth.**

5) **CANCELLATION POLICY:** Deposits are non-refundable. After November 15, 2010, cancellations are non-refundable unless booth space is resold.

6) **BOOTH SPACE FEES:**

On or Before October 29, 2010

1-6 booths ~ \$435.00 each
7 or more booths ~ \$400.00 each
(\$200.00 per booth deposit)

After October 29, 2010

\$460.00 per booth
\$460.00 per booth
(must be paid in full)

7) **BOOTH LOCATION PREFERENCE:** All assignments are based on a priority point basis. Any registrations received after July 1, 2010 will be on a first come, first serve basis. *Priority points were only applicable for the current year booth selection where deposits were postmarked by July 1, 2010. See Exhibitor Rules and Regulations #4 for details.

BOOTH RESERVATIONS

A. **Number of booths requested** _____

B. **Booth Selection:** Use booth numbers from the floor plan inside the brochure. Shaded booths have already been reserved. You must provide your first four choices.

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

C. **Booth Accessories:** For tables and additional booth accessories – once you register, you will receive a decorating packet with all the information from **Freeman Decorating**. Forklift will be available on request from **Freeman Decorating**. Refer to Freeman's packet for cost.

D. **Electrical and Internet:** must be arranged and contracted with the **Crowne Plaza Hotel DIA** by using the enclosed forms.

Please give a brief description of products and equipment that will be exhibited.

(if bringing in materials that could be potentially damaging to the floor, such as skidsters, etc. you must provide your own subflooring)

PLEASE COPY THIS CONTRACT/REGISTRATION FOR YOUR RECORDS

EXHIBITOR PERSONNEL REGISTRATION

Please list the names (as they will appear on the badge) of the personnel who will be in the booth. **Each exhibitor is allowed a maximum of three personnel per booth.*** These badges are not transferrable and are for the benefit of your personnel only – they are not intended for the admission of your customers. **THESE BADGES WILL ALLOW YOU INTO ALL CONFERENCE PROGRAMS ON WEDNESDAY & THURSDAY ONLY.**

NAME (please print)

COMPANY

1. _____
2. _____
3. _____

**If you have multiple booths, please include the additional names on a separate sheet of paper.*

PAYMENTS & RESERVATIONS

TOTAL NUMBER OF BOOTHS: # _____ x Booth Price _____ = TOTAL Booth Charge \$ _____
(Before October 29, 2010): # _____ x \$200.00 each _____ = DEPOSIT DUE \$ _____

TRADE SHOW PASS: ~ **Once again this year, the Trade Show only is FREE!!**

2009 CONFERENCE MAILING LABELS/LIST @ \$30.00/list; \$40.00/labels Check one: List Labels \$ _____

2010 CONFERENCE MAILING LABELS/LIST @ \$30.00/list; \$40.00/labels Check one: List Labels \$ _____

(available after the conference)

TOTAL DEPOSIT DUE WITH CONTRACT \$ _____

SPONSORSHIP OPPORTUNITIES

Complete the accompanying sponsorship form and return it with this reservation and payment form or return it to the RMRTA office by November 1, 2010.

DONATE AN ITEM!

SILENT AUCTION TO BENEFIT TURF RESEARCH
All proceeds from the silent auction benefit the Colorado Turfgrass Foundation

Item(s) to be donated _____

Retail price of item(s) \$ (please fill in amount for each item) _____

Your Company will receive FREE publicity in the Conference Guide and on CTF's Webpage!

I agree to follow the terms and conditions outlined in this Contract and the included Exhibitor Rules and Regulations. Please return a signed copy of the Rules & Regulations page with your contract.

Name: _____ Date _____

Print

Sign

Make check payable to: RMRTA (Rocky Mountain Regional Turfgrass Association)

Return to: 7995 East Prentice Avenue, Ste. 100, Greenwood Village, CO 80111

OR you may fax your form with credit card payment (Visa or MC only) to 303.770.1614.

Visa/MasterCard #: _____ Expiration Date: _____

Name on Card: (please print) _____ 3-digit Security Code: _____

Telephone #: _____ Email Address: _____

For more information, contact the RMRTA office at 303.770.2220.

FOR RMRTA OFFICE USE ONLY

Postmarked _____ Number of Booths _____ Booth # Assigned _____

Deposit Rec'd _____ Bal Due _____ PD Ck # & Dt _____ Visa ___ MC ___