



The Healthy Living Expo

Live.Work.Play in Colorado

Douglas County Fairgrounds
February 11, 2012 • 8:30am – 4pm

Join over 100 exhibitors for The Healthy Living Expo! Colorado's largest Expo focused on **Living, Working and Playing in Colorado!** The Healthy Living Expo offers interactive educational exhibits, demonstrations and presentations.

Get Your Business Name out there at The Healthy Living Expo...

We bring the Customers to You!



Exhibit in The Healthy Living Expo!
Meet THOUSANDS of consumers in ONE Day!!!

BE WHERE THE *CUSTOMERS* ARE...

- **Meet Customers**, build confidence with a face to face meeting!
- **Network** – meet and network your business with other Colorado professionals!
- **Show Customers Your Best Work** – The Healthy Living Expo lets potential customers experience your work first hand – appeal to their senses!
- **Meet more Consumers in ONE day** than any other advertising medium!
- **Exclusive Presentations!!!** *Don't miss out on sharing your knowledge with POTENTIAL Customers in an EXCLUSIVE 10-15 minute presentation!*

Start the year off right in The Healthy Living Expo!

A day dedicated to **Living, Working** and **Playing in Colorado!** Showcase your products and services to residents of Douglas County and surrounding areas...

PLUS **“Strut your Stuff”** and participate in an interactive presentation, demonstration or seminar... **exclusive to Exhibitors!**

The day opens off with the “Freeze Your Buns Off 5K Run” with an estimated attendance of 1000 runners PLUS more customers all day long!

**Are you Healthy or want to be Healthy AND
Want to grow your business THIS is the Place to BE!!!**

Join the ranks of some of the Finest Businesses & Associations in Colorado and showcase your products at the Healthy Living Expo!

Call 303-688-4597 for more information!



How are you Healthy?

Exercise Feng Shui Sustainable Living Recycling
Sports **FITNESS** Hiking *Biking*
Camping Motor Sports **Gardening** Running
Heart Healthy **Healthy Mind** Doctors *Medical*
CPR Germs Hunter Safety Cleaning Products *Gun*
Safety Cooking **Healthy Eating Food...**

I DO

- ✓ Want to introduce my business to NEW consumers
- ✓ Want to spend my marketing dollars efficiently
- ✓ Want to be part of The Healthy Living Expo!

Reserve your Booth Today!! Call 303-688-4597 for More Information



Booth Application
Douglas County Events Center –
Saturday, February 11, 2012 - 8:30am-4pm



Company Name _____ (Exhibitor) Contact Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone (____) _____ Fax (____) _____ Email _____ Website _____
 Specific Product/Service Represented _____ Are you planning to serve food or beverage samples? Yes No

BOOTH SPACE AND SERVICES ORDER FORM: Applications taken on a first come first served basis

10'X10' BOOTH – EARLY BIRD Chamber Members ONLY – Expires Jan. 6, 2012

Single In-Line \$175 Single In-Line Corner \$215 Double In-Line \$325 Double In-Line Corner \$365

10'x10' BOOTH – Chamber Members ONLY – After Jan. 6, 2012

Single In-Line \$220 Single In-Line Corner \$260 Double In-Line \$415 Double In-Line Corner \$455

10'x10' BOOTH – Non-Chamber Member Rate Anytime

Single In-Line \$295 Single In-Line Corner \$335 Double In-Line \$565 Double In-Line Corner \$605

** Outdoor Exhibit space will be priced based on total space needed** **Total Booth \$**

10'X10' BOOTH – Non-Profit Rate (Space is Limited)

Single In-Line \$175 (Chamber Member)
Single in-Line Corner \$215 (Chamber Member)
Double In-Line \$325 (Chamber Member)
Double In-Line Corner \$365(Chamber Member)

Single In-Line \$275 (Non- Chamber Member)
Single In-Line Corner \$315 (Non - Chamber Member)
Double In-Line \$425 (Non-Chamber Member)
Double In-Line Corner \$465 (Non-Chamber Member)

Total Booth \$

Presentation Add-On – (Valid for single or double booth and/or sponsoring applicants)

10-15 Minute Presentation \$25
 Topic: Culinary Indoor Experience Outdoor Experience Health Safety

***Presentations are based on Chamber Committee approval on a first come first served.
 All Presentation applicants must fill out emailed topic questionnaire***

Total Seminar \$

ELECTRICAL & ADDITIONAL SERVICES (Reservation Must be Made Prior to 1/30/12)

120 Watts FREE (220V \$15) Wi-Fi is \$25
Additional 6' Table with Linen \$30 each – QTY _____ Additional Folding Chair \$2 each QTY _____

Total Additional Services \$

TOTAL ORDER

TOTAL \$

METHOD OF PAYMENT: Payment in full due at time of contract

Check Enclosed –Payable to “Castle Rock Chamber”
MasterCard Visa American Express Discover

Cardholder's Name _____ Account # _____
 Expiration Date _____ CSV Code _____
 Billing Address _____
 City _____ State _____ Zip _____
 Card Holder Signature _____ Date _____

The Healthy Living Expo

Important Exhibitor Information

PLEASE READ CAREFULLY!

General Exhibitor Guidelines

Deadline to register is January 31, 2012 (two weeks in advance). All booths must be **paid in full** at that time.

All booths are 10'x10'. Booth fees include (1) booth name sign, (2) chairs and (1) table with white covering and table skirt. Additional tables are \$30 each; chairs are \$2 each and must be prepaid before The Healthy Living Expo – no invoicing. If you require these items on the day of set-up, it will be on a cash-only basis of \$40 for a table and \$5 for chairs.

Wi-Fi access is available for \$25, must be requested at time of registration. A very limited number of 220v outlets are also available for \$15 each. First come, first served.

Booth Location

Booth locations will be selected by the order of date the registration was received. Remember that this is an exhibit hall and the Chamber will utilize all of the space. We try to be cognizant and not place you next to your competition.

Exhibitor Check-In & Set-Up

To keep check-in and set-up as smooth as possible, please observe the following schedule:

- Set-up is on Friday, February 10, 2012 3pm – 7pm
- Take-down is on Saturday, February 11, 2012 4pm – 7pm

Come to the Front Lobby of the Events Center to Check-in at Registration *prior* to set-up on Friday

Set-up must be completed by 7pm on Friday February 10, 2012! Exhibitors that have not checked in prior to 6pm on Friday February 10, 2012 will be removed from the exhibitor booth area.

Load-in is through the East and West doors ONLY, NO Load-in through the Front Entrance. Small Hand Carried items will be allowed through the Entrance Doors, NO wheeling or Oversized Hand Carried items will be allowed.

Loading/Unloading

The **east and west** sides of the Events Center are designated loading and unloading only. You may park your vehicle to unload only—and you must move it before setting up. DO NOT BLOCK fire lanes or your vehicle will be towed. DO NOT drive onto the exhibitor floor unless you have planned to use your vehicle in your booth. If you have done this, make sure you read the vehicle rules on Page 3. All Vehicles must be PRE APPROVED by Castle Rock Chamber prior to The Health Living Expo check-in.

Exhibitor Parking

After unloading, please move your car to Lot #1 – located northwest of the Events Center. We would like to have plenty of parking for the guests of the Showcase and your potential Customers.

The Healthy Living Expo Dates/Hours

- Saturday, February 11, 2012 – 8:30am – 4pm

Trash Removal

Though small trash cans are provided for each booth, exhibitors must pack out their own trash. There is no trash removal service available through the Events Center. Exhibitors **MUST** leave their booth area clean when they pack up at the end of The Healthy Living Expo. Any charges assessed for clean-up by the Events Center will be billed directly to the exhibitor who fails to clean up.

Other

Children under 18 will only be allowed into The Healthy Living Expo when accompanied (and supervised) by an adult. *Exhibitors are discouraged to have children at their booth.*

Animals and pets are **not** permitted in the Events Center with the exception of working service animals.

Smoking is prohibited inside the Events Center at all times.

Important Events Center Information

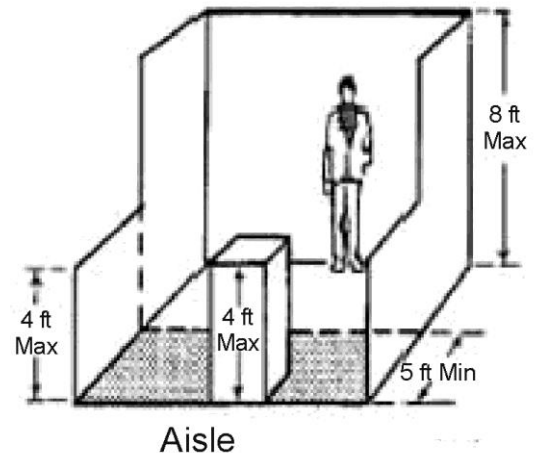
Exhibitors must keep all booth items within the confines of their 10' x 10' booth space. **DO NOT BLOCK** aisles, fire extinguishers or fire exits at any time.

Booths must be staffed at all times by someone 18 years or older. There may be volunteers to relieve your booth personnel for short periods of time.

No offensive displays. The Chamber reserves the right to regulate display content.

Booth Space Rules

1. **Maximum height is 8'.** This 8' height may be maintained on the sidewall of your booth up to **a distance of 5' from the front aisle.** The remaining length of the sidewall or items in your booth may be no higher than 4'.
2. Any exhibitor who has an end cap booth (this being two booths that face an end aisle rather than down an aisle) is restricted to the back wall of the booth being no higher than 8' and **can only extend 5'** on either side of the center of the booth. Any exhibitor in violation of this rule will be asked to reconstruct their booth or it will be removed.
3. **No tents or canopies allowed in the central main hall area.** A few isolated booth spaces were available for tents/canopies and have already been reserved.
4. All booths and contents should be constructed as to not obstruct the view down an aisle. Any booth configuration that may be questionable should be presented to the Event Manager for review and approval.
5. These rules are consistent with the general exhibiting practices of all trade shows. If you have any questions about the construction of your booth, please clear it with the Event Manager prior to the dates of the Trade Show



Signage, Balloons, Vehicles, Extension Cords, Glitter and Tape at Events Center

Signs and advertising may be hung on all pipe and drape at the back of the exhibitor booth. No signs may be hung on ANY wall without the approval of the Events Center staff. Decorations, signs, banners and all similar materials may not be nailed, taped, stapled or otherwise fastened to ceilings, doors, walls, glass, columns or painted surfaces.

Helium balloons may only be used when permanently attached to a display. Loose balloons that have to be retrieved from the ceiling will be done at the exhibitor's expense. (The retrieval cost is \$100 per balloon.)

Exhibitors will need to bring power strips and heavy duty extension cords that are in good condition without splices, deterioration or damage. Additionally, extension cords shall not be affixed to structures, extend beneath floor coverings or taped to the floor.

The use of glitter is prohibited.

The Events Center has specific tape that is to be used on the floor. Do NOT use duct or masking tape. Open flames (i.e., candles) are NOT permitted in the Events Center during The Healthy Living Expo.

Damages

Cost to repair any damages to the Events Center and/or Events Center equipment – caused by any exhibitor or sponsor – will be billed directly to that exhibitor or sponsor.

Tear Down

Early tear down is not permitted. It's not fair to the patrons who may be here until 5 P.M. on Saturday. Any vendor that is found tearing down early may not be allowed to participate in future Healthy Living Expo Events. We appreciate your support.

Overnight security is not provided. The facility is locked each night and the Douglas County Sheriff's Office makes normal drive-by checks of the grounds. If you have anything of considerable value, we recommend you take it with you each evening.

Exhibitors agree to provide a prize for a drawing to participate in The Healthy Living Expo.

Each vendor will collect entries for their drawing at their booth. Please have entry forms available. **Prize winners for your booth prize should be drawn on Saturday afternoon by 4 pm.** Exhibitors are responsible for their own booth drawing and for contacting the winner.

All exhibitors agree, at all times, not to have in their possession, nor collect, distribute, dispose, release or otherwise discharge any toxic or hazardous waste as defined by Douglas County and Federal laws.

Both the Events Center and the Castle Rock Chamber reserve the right to take photographs of The Healthy Living Expo and participating exhibitors to use for publicity purposes.

Exhibitors selling merchandise have the option of obtaining a Castle Rock Business and Sales Tax License, or using the blanket license, obtained by the Chamber. All exhibitors assume responsibility for payment of all sales tax, use, assessment or fees in compliance with Douglas County, the Town of Castle Rock and the State of Colorado. If you choose to participate with the collection of sales tax by the Chamber, you must have sales tax collection check and information ready for pick up by Chamber staff at 5:30 p.m. on Saturday. The Chamber must have your sales tax license # on file by Friday, February 10, 2012. ALL LICENSES (OR A COPY) MUST BE DISPLAYED AT THE SHOWCASE.

Aside from samples provided by food booth exhibitors (restaurants & catering companies only). NO FOOD OR BEVERAGES can be brought into the Events Center. Small candy or mint giveaways are allowed. **Sample sizes may be no larger than 4 oz.**

Vehicles on the Exhibitor Floor

If using a vehicle in your booth, you MUST observe these rules:

- Exhibitors using a vehicle in the hall as part of their exhibit **must pay for two (2) 10' x 10' booth spaces.**
- Vehicles shall not be fueled or defueled in the building.
- Fuel in the tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.
- Fuel-tank opening shall be locked and sealed to prevent the escape of vapors.
- Batteries shall be disconnected (remove the terminals and tape the ends).
- Exhibitor must protect the floor of the Events Center for any fluid leaks from the vehicle. An absorbent material similar to a diaper is recommended, but used carpeting will work as well.
- Exhibitors should notify Jonna Negus-Pemberton at the Events Center if you plan to display a vehicle (720-733-6900 or email jnegus@douglas.co.us).

The Healthy Living Expo Contact:

Event Manager – Patti Elsensohn
303-809-6262, pelsensohn.events@gmail.com