

**Colorado Independent Publishers Association
College 2009
Create Your Publishing Star Power
March 26-28, 2009 Red Lion Hotel, Denver, CO
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 follow all rules and regulations 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. Exhibitors who use models or artisans must be sure that their appearance and dress will not offend even the most critical. CIPA reserves the right to order the removal of any materials or activity deemed inappropriate to the exposition.
3. No subletting of booth space.
4. Food and beverages may be dispensed from the exhibitor’s booth within the following guidelines:
 - Exhibitor must receive written approval from CIPA.
 - The distribution area must be kept clean and attractive.
 - Exhibitor must provide all attendees the opportunity to sample.
 - No alcoholic beverages may be served in exhibit booths.
 - No cooking can take place in exhibit booths.

Specific exhibit hours:

Installation hours:

Thursday March 26, 2009 2:00 p.m. – 8:00 p.m.
All exhibits must be set up and show-ready by 7:00 a.m., Friday, March 28, 2008. Any exhibit space not occupied by 7:00 a.m. will be reassigned with no refund due to the original exhibitor.

Show hours:

Friday 8 AM – 7 PM; Saturday 8 AM – 5 PM.

Dismantling:

No display may be dismantled before show closing on Saturday March 29, 2008

Booth Rates: Circle one

	Early registration (On or before 2/1/09)	Regular Registration (after 2/1/09)
CIPA Member	\$525	\$625
Non-CIPA Member (includes six-month membership to CIPA)	\$625	\$725

Booth rental may be split between two companies with only one person from each company. Each company must complete, sign, and submit an application/contract.

All booth cancellations must be submitted in writing. A refund less \$200 will be issued if the cancellation is received prior to 5:00 p.m. on March 1, 2009. No refunds will be issued after 5:00 p.m. on March 1, 2009.

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 rules and regulations and understand they are part of this contract. 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 _____

Accepted by: _____
Authorized Signature

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

Colorado Independent Publishers Association

c/o Judith Briles

14160 E Bellewood Dr

Aurora, CO 80015

college@cipabooks.com

303-627-9179

303-627-9184 Fax

Host Hotel:

You will need to make your room reservation directly with the hotel. Please ask for the CIPA 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**