



## Taos Women's Expo

This is a two-day marketing opportunity to promote products and services to women who are usually the decision-makers *and* buyers of products and services for their families. Any and all businesses and service providers are welcome to participate. We will be marketing the Taos Women's Expo via Newspaper, Radio, Facebook, and Chamber eBlasts.

To reach an audience with varied schedules this event will be held on Friday, March 29 and Saturday, March 30, 2019. Each day will have a feature to attract expo visitors.

Friday, March 29 – Cash Bar set up in lobby

Expo Open Lobby & Rio Grande Ballroom 4:00 – 8:00 pm

Recognition in Sandoval Ballroom 6:00 – 7:00 pm

### ***Movers & Shakers Doing Business Right!***

The women highlighted as Movers & Shakers in the Taos Women Magazine will be recognized by The Taos News and the Taos County Chamber of Commerce.

Saturday, March 30 – Coffee & Tea set up in lobby

Expo Open Lobby & Rio Grande Ballroom 10:00 am – 2:00 pm

Personal Services Expo in Sandoval Ballroom 10:00 am – 2:00 pm

As a participant, it will be **YOUR RESPONSIBILITY** to:

- **Complete the attached form and pay the booth fee.**
- **Advertise your participation through your marketing channels.**
- **Have a sign in sheet at your booth to collect contact info, provide a Raffle Prize to be awarded to someone who signs in at your booth.**
- **Sign up by MARCH 1 and tell us your Raffle Prize to be included in two page advertisement placed by the Taos County Chamber of Commerce in the TAOS WOMEN MAGAZINE by The Taos News.**
- **Set up, maintain and take down your exhibit.**

## **Thank you for participating in the Taos Women's Expo!**

### ***Here are the details for Exhibitors -***

- Date: Friday, March 29 and Saturday, March 30, 2019
- Location: El Monte Sagrado Conference Center – 317 Kit Carson Road, Taos
- Set-up –
  - Rio Grande Ballroom - Friday, March 29, Noon – 4 pm
  - Sandoval Ballroom - Saturday, March 30, 8 – 10 am – Personal Services Only
- Expo
  - Friday, 3/29/19 4 – 8 pm
  - Saturday, 3/30/19 10 am – 2 pm
- Take-down
  - Saturday, 3/30/19 2 – 5 pm
- You may not take down your table space before 3:00 pm

### **EACH VENDOR:**

#### **6' table with Table Cloth and two chairs,**

- Vendors are encouraged to bring and use professional display materials.
- The floor must remain clean and clear at all time, please do not spread confetti, popcorn or other messy giveaways
- Banners may only be hung on your table.
- NO pop-up tents will be allowed. You will have about 4' behind your table to set any additional display materials.
- THIS IS A MARKETING EVENT, provide a sign-in sheet and Raffle Prize at your table. Sign up and tell us your Raffle Prize by March 1 to be included in two page advertisement placed by the Taos County Chamber of Commerce in the TAOS WOMEN MAGAZINE by The Taos News.
- If you anticipate creating a lot of trash, please bring bags and remove your own trash.
- Vendors will be responsible for their table clean-up, including trash removal.
- If you requested electricity your table is on the perimeter. Please bring a 25 - 50' electrical extension cord for your use. Chamber staff will assist with electrical cords.
- Vendors will be required to park off site to allow Expo attendees to park at the facility, the El Monte Sagrado is including attendees parking in their parking lot for this show. We will arrange rides from the Town of Taos free parking lot for vendors to park and pick-up their vehicles during set-up and take-down.

#### **DEADLINE FOR VENDOR PARTICIPATION FORMS & PAYMENT:**

March 1, 2019 – To be included in two page ad in Taos Women Magazine

March 15, 2019 – For inclusion in printed program produced for this event

**Our CORPORATE SPONSORS for this event are:**

**The Taos News, El Monte Sagrado Living Resort & Spa, Taos Community Foundation and the Taos County Chamber of Commerce.**

**QUESTIONS? Call Susan or Lindsey at 575-751-8800 or: [lindsey@taoschamber.com](mailto:lindsey@taoschamber.com) [susan@taoschamber.com](mailto:susan@taoschamber.com)**

