



## **Thank you for participating in the Women In Action Expo!**

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

- Date: Thursday, April 5, 2018
- Location: El Monte Sagrado Conference Center – 317 Kit Carson Road, Taos
- Set-up –
  - Wednesday, April 4, 3 – 5 pm
  - Thursday, April 5, 8 – 10 am
- Expo – Thursday, April 5, 10 am – 3 pm
- Take-down - Thursday, April 5, 3 – 5 pm
  - You may not take down your table space before 3:00 pm

### **EACH VENDOR:**

**6' table with linens and two chairs**

**or**

**30" high-top table with stools**

- 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 6' table.
- NO pop-up tents will be allowed. You will have about 4' behind your table to set any additional display materials.
- 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 9, 2018 – Early-Bird Discount Application Deadline

March 23, 2018 – For inclusion in all print materials produced for this event

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

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

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



## **Women In Action EXPO**

This is a new and unique 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 this Expo via Newspaper, Radio, Facebook, and Chamber eBlasts.

We will offer DOOR PRIZE tickets to all who enter this event and will advertise DOOR PRIZE DRAWINGS every 15 minutes. To keep the attendees engaged with the exhibitors we will require the winner of each Door Prize to redeem their prize with the appropriate exhibitor.

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.
- Provide a Gift or Discount Card for DOOR PRIZES.
- Set up, maintain and take down your exhibit.

