

Please clearly PRINT or TYPE information as it should appear on your badge.
See below for special rules and instructions.

Please reserve an exhibit table at the _____ (date) All Woman Event at _____ (Venue).

Name of Business/Organization: _____

Name of Contact Person: _____

Street Address: _____

City _____ State _____ Zip Code: _____

Telephone Number: _____ Cell Phone: _____

Website: _____

Email Address: _____

Special Needs Arrangements: _____

Number of Tables: _____ Total Amount enclosed: _____

Description of Items to be exhibited or offered for sale: _____

No of Personnel attending with you _____

Names of Personnel attending with you 1) _____ 2) _____

Signature _____ Date: _____

PAYMENT METHOD:

Cheque (made payable to All Woman)

  Card No: _____ Exp Date _____

Last 3-digit security numbers (reverse of credit card) _____

Name on Card: _____ Signature on card: _____

**PLEASE RETURN THIS FORM WITH PAYMENT NO LATER THAN THE DATE
SPECIFIED TO: All Woman Ministry, Email: allwoman@shaw.ca**

SPECIAL INSTRUCTIONS FOR EXHIBITOR REGISTRATIONS:

Each exhibiting company is allowed up to ONE (1) booth personnel to staff each booth without charge. Additional booth personnel will be charged \$5 admission per person. Please complete this **form**, and attach payment for the total amount due for those booth personnel not covered under your free allotment.



ALL WOMAN MINISTRY EXHIBITORS GUIDELINES

Setup

Setup is Friday between 5pm -6pm depending on how much time you need.

Each table is 6ft long with a table cover

Some tables come with an electrical outlet (not all-please specify if you require one!)

What to bring with you

- Literature, TV, products for sale etc. (no audio allowed due to conflict with recording)
- We encourage you to contribute to our door prize which will be announced throughout the evening
- Draw box, pens and paper on your table to collect information
- Banners, posters etc. to display your business
- 1 assistant (no charge)

What to expect from us

- Promotion of your business on our website
- Promotion of your business during the evening
- Personnel dedicated to vendors needs

Take Down

Take down is 9.30pm - **NO EXCEPTIONS**. Should you need to leave, your option will be that you may leave your table unattended and return to pack up later.

If you require any further information please contact us.