



For Information Please Contact:

Shelly Trimble at: 218-851-1974

Email: [info@lakesareawomensexpo.com](mailto:info@lakesareawomensexpo.com)

Website: [www.lakesareawomensexpo.com](http://www.lakesareawomensexpo.com)

## Exhibitor Information

When: Saturday April 17, 2010

Exhibit Time: 9:00 a.m. - 3:00 p.m.

Where: Brainerd Civic Center, 502 Jackson Street, Brainerd, MN

We invite and welcome your participation as an exhibitor in the 9th annual Lakes Area Women's Expo. By participating in the expo, you will reach women from all walks of life and ages at the daylong event. The expo will be featuring breakout sessions on topics that are informative to women such as: business opportunities, finance, investments, education, health care issues, fitness, fashion tips, home decorating ideas and dance demos. Door prizes will be given away during the day. If you would like to participate, please let us know by the morning of the show. Advertising will be radio/newspaper/cable TV commercials and direct emails. Refreshments will be available all day in the food court.

Corporate sponsorship information is available to those business who would like to have additional exposure in this market.

Booth spaces are decorated with white and purple pipe and drape back wall (8' high) and side dividers (3' high).

Professional skirting and tablecloths are **REQUIRED**, will be provided by the expo and are included in your booth fee.

Booth location is at the discretion of the Expo Director and will be assigned following the receipt of your complete registration form and appropriate fee.

The Expo Director reserves the right to re-arrange the show floor plan at any time to ensure the best use of the space.

Booths may not be shared with other businesses without approval of the Expo Director.

Each Exhibitor is responsible to carry her/his own property and liability insurance.

Set-up will be from 2:00 — 7:00 p.m. on Friday April 16th or from 6:30 — 8:30 a.m. on Saturday, April 17th. **SET-UP MUST BE ACCOMPLISHED BY 8:30 a.m.**

Your booth **MUST** remain open until the end of the expo, **NO EARLY CLOSURES**. Breakdown begins at 3:00 p.m. and must be accomplished by 5:00 p.m.

There are a limited number of booths with electrical outlets. They will be rented on a first come first serve basis.

To enhance your business, add your web site to the registration form, it will be linked on the expo web site and will allow guests to get additional information on your business.

Cancellation Policy: Cancellations received by the close of business Friday March 12, 2010 will be charged a \$25 cancellation fee. Any cancellation after March 13, 2010 will be not be refunded.

Registration deadline: Forms with fees must be postmarked by Friday, April 2, 2010. Late registrations add a \$25.00 late fee, and will be accepted on a space available basis only through Friday, April 9, 2010.

Acceptance of your registration form and fess will bind the Exhibitor to the rules and procedures of the expo. Failure to comply may result in non-eligibility for future shows at the discretion of the Expo Director.

The Expo Director reserves the right to exclude any Exhibitor that is believed to be detrimental to the expo.

Enclose your registration fee (plus any additional charges noted). Make checks payable to Eventz By DeZign and mail the check and this completed form to: Lakes Area Women's Expo, PO Box 191, Brainerd, MN 56401.

**For information call (218) 851-1974 or log on to [www.lakesareawomensexpo.com](http://www.lakesareawomensexpo.com)**