

Latina Leadership network of California Community Colleges

**2010 LATINA LEADERSHIP NETWORK STATEWIDE CONFERENCE
March 11 – 13, 2010**

Visalia, California - Visalia Marriott @ The Convention Center

December 1, 2009

Dear Prospective Vendor/Exhibitor:

The *Latina Leadership Network of California* cordially invites you to be an Exhibitor/Vendor at its statewide Conference to be held:

***March 11 - 13, 2010
Visalia Marriott Hotel and Convention Center.
300 South Court, Visalia, Ca. 93291; (559) 636-1111.***

The Latina Leadership Network Conference is an annual conference geared towards Latinas in the California community college system – students, educators, staff, administrators, and trustees. Their dedication is to bring together many diverse individuals who understand the need for promoting higher education and professional development of Latinas, and work to overcome institutional and personal barriers impeding that development and success. LLN has encouraged personal growth and education success of Latinas through regional participation, statewide networking, policy formulation, and academic and professional conferences.

The Conference will be a great opportunity to showcase your programs, services and products. Exhibitor/Vendor spaces will be available until all are contracted, or by the deadline noted below, so make your reservations as soon as possible. Premium spaces are available and are on a first come first serve basis. *Space is limited!*

FACTS ON EVENT

- About 200 conference participants from throughout the state are expected to attend.
- Participants include Higher Education Professionals, staff and students from community colleges throughout California.
- Organizational leaders, including program managers and campus administrators.
- Exhibit booths will be located in the central traffic areas of the conference.

Please review the Exhibitor Information sheet, rules/regulations, and schedule of important dates and times. Sign up early! ***Deadline for Exhibitor/Vendor Space Application, Contract and Waiver Form, photo of booth display and payment is January 4, 2010. Fee and materials must be received by this date.*** For further information contact Gloria Ramos at (714) 564-6292 or cell phone at (562) 686-3691. General conference information is also located at: <http://www.latina-leadership-network.org>

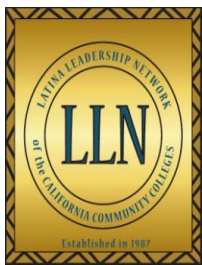
Cordially,

Gloria Ramos-Olivarez

Gloria Ramos-Olivarez
Exhibitor Coordinator
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Ph: (714) 564-6292

Monica Nolasco

Monica Nolasco
Conference Co-Chair
llnregionv@yahoo.com
Ph: (559) 314-4807



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2010 LATINA LEADERSHIP NETWORK STATEWIDE CONFERENCE
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EXHIBITOR/VENDOR SPACE APPLICATION
Application Deadline: Monday, Jan. 4, 2010

EXHIBITOR/VENDOR INFORMATION

CONTACT INFORMATION

Name of Exhibitor/Vendor: _____

Contact Person: _____

Institution/Organization: _____

Contact Telephone No.: _____

Address Contact: _____

Email Address: _____

City: _____ State _____ Zip: _____

2nd Email: _____

EXHIBITOR/VENDOR OPTIONS

(Please mark the appropriate Type of Venue)

- Corporate Business
 Technology/Educational
 Software/Hardware
 Educational Institution
 Art Display
 Arts/Crafts
 Small Business
 Non-Profit Exhibit
 _____ Other

Description of Exhibitor/Vendor Space: _____

Fee includes 1 booth 8 x 10 space & 2 table; Electricity is an additional charge of \$20

Electrical outlet(s) yes no Additional needs: _____

<i>Description</i>	<i>Qty</i>	<i>Rate</i>	<i>Add'l Request</i>	<i>Sub-total</i>
Corporate Business Full Booth (8 X10 ft) 2 Skirted tables		\$400		
Educational Institution Full Booth (8 X 10 ft) 2 Skirted tables		\$300		
Small Business and/or Non-Profit; Full Booth (8 X 10); 2 Skirted tables		\$200		
Additional Table(s) each		\$25		
Total Payments made:				

PAYMENT INFORMATION

Make checks payable to:
LATINA LEADERSHIP NETWORK

Please send to:
 LLN c/o Gloria Ramos
 2973 Garona Drive
 Hacienda Heights, CA 9174 5

Cancellation must be made by
Feb. 1, 2010,
 then space fee will be returned minus
 30% processing fee of vendor fee reserved.

PAYMENT APPLICATION PROCESS

Exhibitor Space Application Form, Contract Rules/Regulations and Waiver Form Acknowledgement, payment and photo of display both must be received by **January 4th, 2010**, in order to reserve your space. After application review of and payment received, **notification of application status will be faxed or emailed by Jan.18, 2010.**

Office Use: Int Appl No. Payment Recd. Documents Rec'd.



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EXHIBITOR/VENDOR INFORMATION

Contract Rules, Regulations and Waiver Acknowledgement

***(Exhibitor/Vendor Acceptance Signature Required)

All Exhibitors/Vendors must abide by the Contract Rules, Regulations and Waiver Acknowledgement as stipulated by the **Latina Leadership Network of California**, and this document shall serve as the contract. This Contract Acknowledgement shall be signed and serves as confirmation of Exhibitor/Vendor acceptance of the following:

CONTRACT FOR SPACE

Applicants for exhibitor/vendor space are required to send a completed application, contract and waiver form to **LLN** and a *photo of booth display*. **Application materials and fee must be received by Monday, January 4, 2010.**

No contract will be considered unless accompanied by space fee and application materials The formal notification of space assignment and acceptance by **LLN** constitutes a contract for the right to use this space under rules/regulations of **LLN**.

Initial Exhibit Set-up: Friday, March 12, 2010 (6am to 8am); Security will be provided Friday night only! *Available option to set up on Thursday, March 11, 2010 from 3 pm to 5 pm. Security WILL NOT be provided Thursday; there may be reception activities on Thursday after 5pm. Vendor must make early arrangements for this option at their own risk and with no security responsibility incurred by the hotel, convention center and/or the LLN Conference organization.*

Exhibit Hours will be as follows: (All Exhibitors/Vendors must be set-up and ready to exhibit by starting time each day.)

Friday	March 12, 2010 from	8:00 am to 7:00 pm
Saturday	March 13, 2010 from	8:00 am to 1:00 pm

Exhibits must be attended at all times during exhibit hours by persons who are well prepared to effectively discuss all products and services. Also, all set-ups must be completed before exhibit hours begin which start each day at 8am. Early dismantling will be assessed a 25% charge of original application fee, and/or future conference participation may be refused

INSTALLATION AND DISMANTLING

Installation and set-up will begin on Friday, March 12th from 6am – 8am each day. Any space not claimed and occupied by 8:00 am, Friday, March 12th, or without written notice by exhibitor/vendor may be reassigned without refunding any portion of the space fee. Exhibitor/vendor expressly agrees not to dismantle the exhibit before 1:00 pm, Saturday, March 13, 2010. Any exhibitor/vendor failing to adhere to these rules may be refused to exhibit in the future and/or be assessed a 25% penalty fee. All exhibits/vendors must vacate space by 4:00 pm, Saturday, March 13, 2010 (unless changes are confirmed by the exhibitor coordinators). *Please refer to the above information under “Initial Exhibit Set-up” option.*

LOCATION OF EXHIBITS

Exhibit placement is determined by the Conference Exhibitor Committee. The database of exhibits/vendors will be maintained and updated by the **LLN** Conference Exhibitor Committee.

GIVEAWAYS, DRAWINGS, AND DISTRIBUTION OF GIFTS

No sample food or beverage products may be distributed without written authorization by management of conference property and/or Conference Exhibitor Committee.

CARE OF BUILDING AND EQUIPMENT

Exhibitor/Vendor or their agents must not damage or deface the walls, floors or tables of the property. If damage or defacement

occurs; the exhibitor/vendor is liable to the owner of the property for cleaning and/or repairs. All materials used in decoration must be flameproof/fire retardant. **NO BALLOONS ALLOWED!** Electrical wiring must conform to the National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit areas.

BOOTH EQUIPMENT

LLN strives to produce professionally designed and coordinated exhibits and vendor displays. Hotel/Convention Center facilities will provide table skirts and tables per requested vendor order; and any other display equipment must be pre-approved by LLN. LLN distributes booth assignments and provide tent card signs to identify exhibitor/vendor space.

SECURITY

Security will be provided to monitor exhibit areas overnight on Friday from 9:00 pm to 6:30 am the following day, but exhibitor/vendor are solely responsible for his/her own exhibit/vendor materials and should assure proper insurance to cover exhibit/vendor against loss or damage.

FIRE PROTECTION

Exhibits may not have closed ceiling. All flammable material as well as decorations must be flame retardant. All hangings must clear the floor space. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, LLN reserves the right to cancel all or such part of the exhibit as may be out of compliance. Exhibits must comply with city/county fire regulations.

CANCELLATION

If Exhibitor/Vendor chooses to terminate contract, notice must be received by LLN on or before February 1, 2010. Applicant shall be refunded the space fee minus 30% of fee that LLN shall be entitled to as a service charge to cover expenses that LLN has incurred. If the termination notice is received by LLN after February 1, 2010, applicant shall forfeit all rights to the return of the space fee, and LLN shall be entitled to retain the space fee in its entirety as liquidated damages for the expenses and losses caused by the termination. If this occurs, original assigned space will be reassigned.

LIABILITY AND INSURANCE

Exhibitor/Vendor agrees to protect and hold LLN and conference properties harmless for any damages or charges imposed for violation of any law or ordinance, as well as to comply strictly with the application terms and conditions contained in the agreement between the conference properties and LLN. Exhibitor/Vendor shall at all times protect and hold harmless the conference properties and LLN from all loss, cost, or liability arising from or by reason of the exhibitor/vendor's occupancy and use of the exhibition premises or any part thereof. LLN may exercise an option under each circumstance to request a certificate of insurance from the exhibitor/vendor. Neither LLN or its officers nor staff members will be responsible for the safety of the property of the exhibitors/vendors from theft, damage by fire, accident, or other causes, but will use reasonable care and take security measures to protect the exhibitors/vendors from such loss. No responsibility is assumed for unpacked materials left in the exhibit area after the closing of the Conference..

I, _____, AS EXHIBITOR/VENDOR HEREBY

ACKNOWLEDGE AND ACCEPT THE **CONTRACT RULES, REGULATIONS AND WAIVER**

ACKNOWLEDGEMENT. STIPULATIONS NOTED ON PAGE 1 AND 2 OF THIS SAME DOCUMENT;

AND ALSO ACCEPT GUIDELINES NOTED ON **SPACE APPLICATION, and EXHIBITOR/VENDOR**

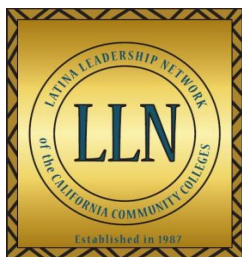
FACT SHEET.

EXHIBITOR/VENDOR (PLEASE PRINT): _____

AUTHORIZED REPRESENTATIVE (please print): _____

TITLE (please print): _____

Signature of representative: _____ Date: _____



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Exhibitor Schedule

<http://www.latina-leadership-network.org>

➤ **Thursday, March 11, 2010**

- 3:00 pm – 5:00 pm **Exhibitor/Vendor Initial set-up** (*OPTIONAL*; no Security scheduled for pre-conference activities, and *must be arranged by Feb. 1st*)
- 5:00 pm - 9:00 pm **Exhibitors Open - Pre-Conference** activity(Optional; no Security provided.)
- 5:00 pm – 8:00 pm **LLN Conference Registration**
- 7:00 pm – 9:00 pm **Opening Reception**

➤ **Friday, March 12, 2010**

- 6:00 am – 8:00 am **Exhibitor/Vendor Set Up only** (security Friday night only)
- 8:00 am – 7:00 pm **Exhibitors/Vendors Open**
- 7:00 pm – 9:00 pm **Dinner and Program**

➤ **Saturday, March 13, 2010**

- 8:00 am – 1:00 pm **Exhibitors/Vendors Open**
- 1:00 pm – 3:00 pm **Exhibit Dismantle & Exhibitor Move-out (Saturday only)**

VENDORS/EXHIBITORS - PLEASE NOTE THE FOLLOWING:

As an Exhibitor, you must have previously submitted a completed Exhibitor/Vendor Application, Contract Rules, Regulations and Waiver Acknowledgement form, photo of booth display and fee payment prior to conference at: **Visalia Marriott and Convention Center is at: 300 South Court, Visalia, Ca. 93291; (559) 636-1111.**

Exhibitors/Vendors will report to the conference registration area to pick up their official registration package that will include Space Application Contract materials, payment receipt and assigned space information. Additional exhibitor hours may be available, and exhibitors will be notified in a timely manner during the event. Questions contact Exhibitor/Vendor representative noted on your application materials.