

MARKET PLACE TABLE RENTAL FORM

LIFE CONFERENCE 2010

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Daytime Phone: _____ Other Phone: _____

Type of Product(s) For Sale: _____

TABLE RENTAL: \$25

_____ Number Tables Needed (each table equals on booth space, each table \$25)

_____ Electrical Access (Yes/No) (we do not provide extensions cords. Please be prepared accordingly)

- All exhibitors will be responsible for personal booth decorations including signs, tablecloths, etc.
- All exhibitors will be contacted for final table approval.
- All exhibitors will need to prepare a product giveaway.

OFFICE USE ONLY

Cost: \$ _____

Payment: cash/ check # _____

Table: Approved Not Approved

Exhibitor Contacted: _____

MARKET PLACE GUIDELINES

Welcome to the L.I.F.E. Conference 2010 Market Place. We look forward to having small business retailers display their goods and services with us. The following are guidelines that will help organize our event. Should you have any questions or comments, please contact: **Sheri Nichols (209)743-9318** Thank you for your participation.

Exhibitor Giveaway and Advertising: Please prepare a product giveaway. Your business will be recognized when products are given away during conference drawings.

Sign-Up: Market Place Rental Forms accepted through January 15th. Space is limited. Tables will be chosen on a first come first serve basis. Table Rental Fee is \$25.00. Payment for the table is required at time of sign-up. Rental fee covers cost of table, tow chairs and electricity. If you would like to attend the conference along with renting a table there will be an additional cost of \$15.00 which brings the total to \$40.00. Print out the Market Place Rental Form and send with check/money order to:

**CPC 694 S. Willow Ave. Suite 3
Cookeville, TN 38501**

You will receive confirmation notification by mail when your form has been processed.

Table Dimensions: Each table will be 8ft in length.

Hanging Materials: Please use only sticky tack or 3M Command Adhesive Strips when hanging anything on the wall behind your table. Please do not use tape of any kind as it may damage the walls. You are responsible to provide decorations for your area (table cloth, sign, etc.)

Set-Up Schedule: Friday, January 23rd from 6:00pm-8:00pm and Saturday January 24th from 7:00am-8:00am. The Market Place will open for business at 8:00am on Saturday.

Shopping Schedule: Conference attendees will be able to shop during the following times so please be sure your table is properly staffed:

1)8:00am-9:00am

2)11:00am-1:00pm (table should remain open throughout the lunch break, so please remember to plan ahead for your lunch!)

3) 4:00pm-4:30pm

Clean Up: The shopping time is “officially” over by 4:30pm, we do ask that all areas be broken down by 5:00pm.