



The
**COLUMBUS
Weight Loss Expo**

Weight Loss Solutions
for Everybody



VENDOR APPLICATION

<https://www.thecolumbusweightlossexpo.com/>

1st Annual The Columbus Weight Loss Expo

**Saturday
January 26th, 2019
10 am - 5 pm
Columbus Convention and Trade Center**

OUR MISSION

...to offer weight loss solutions to everyone in our local Columbus community!

Location: NORTH HALL COLUMBUS CONVENTION & TRADE CENTER, Columbus GA

DATE of Application: _____ BOOTH PREFERENCE(see below): _____

NAME OF RESPONSIBLE PARTY: _____

COMPANY: _____

E-MAIL: _____ PHONE: _____

The North Hall has 15,865 square feet & can accommodate 75+ booths with varying dimensions available (see below). All efforts to get each & every vendor the perfect spot for the best exposure will be made. Early applicants will be considered first for location.

VENDOR FEES

	Early Bird Special	After 31st December 2018
<u>#1 STANDARD Booth 12ft</u>	\$50	\$275
<u>END CAPS & FEATURED</u> (4 available) 12 ft. located at the end of center aisles in front & back	\$300/Front	\$500
<u>NON-PROFIT</u> includes 4-6 ft table	\$25	

PAYMENT: checks payable to: Pulse Neuropathy Center LLC.

Credit Cards Are Accepted

Send/Deliver to:

Neuropathy Relief of Columbus - 2301 Airport Thruway Ste F-4, Columbus, GA 31904

CONTACT INFO: Tonda Parham tonda1parham@gmail.com or 706-594-9186

Kevin Grego

neuropathyreliefofcolumbus@gmail.com

OPTIONAL ADD-ONS

- One 8ft table included with each booth; 2 - 6ft tables included with Corners & Featured; extra tables \$30 each
- \$30 Pipe & Drape
- \$40 per 20 minute time-slot / \$25 for second time-slot
- **Use of Demonstration Area**; this is a space in the center of the North Hall. It is completely visible from all corners of the room. This area will house the interactive demonstrations, primarily for, but not limited to, massage, chiropractic, cupping, gymnastics, rock-climbing, acupuncture, YOGA, fitness models, the making of natural personal & cleaning products & beekeeping. This will create vendor exposure & traffic to these booths. There are 14 time slots of 20 minutes each – with an additional 5 minutes for turnaround. Each business will be offered one spot (first come, first served) \$50 **POWER** – must be reserved in advance
- \$10 **Wi-Fi** – purchased at main desk on day of event – vendors will receive a p/w then
- **Audio Visual** (pricing to be determined by Columbus Convention & Trade Center) let us know your needs

Please check your preferences

BOOTH

#1 STANDARD _____ END CAP _____ FEATURED _____

DEMONSTRATION AREA

_____ (one time) \$40

EXTRAS

POWER _____ \$50

WI-FI _____ \$10

PIPE & DRAPE _____ \$30

EXTRA TABLES _____ \$30 each

OTHER _____

SPEAKERS & PANEL

We will host several speakers in the main venue. A new speaker every half hour on the hour starting at 10 am.

Please contact Tonda if you would like to speak.

EXHIBITOR'S /VENDOR'S RESPONSIBILITIES

1. Arrive at venue Saturday, January 26th, 2019 between 7:30am – 8:45 am. (there will probably be an option to set up on Friday, August 10...we'll give more info as we know it)
2. **Have display set up no later than 9:00 & ready for opening.**
3. Distribute flyers advertising event – physically, social media, email, texts...whatever...

4. Represent & demonstrate the expo way of life through your products, practices & business shared at your booth in the expo.
5. **Vendors' display must be removed from the North Hall no earlier than 5pm and no later than 6:30pm on the day of the event.** Booths should be open from 9am-10am for other vendors and 10:00 am – 5:00 pm to the public. Vendors may want to have someone at their booth from 9-10 - this may be the only chance to see other booths. **No booth can be broken down before the 5pm closing.**
6. Booth personnel must stay within the booth area. No selling in, or blocking aisles.
7. All Vendors are expected to leave the Expo facilities and the area of their booth in the same condition as it was. All trash should be removed.
8. **Cancellation due to unexpected and uncontrollable conditions will be handled in the following manner: BEFORE January 1st, a full refund minus a \$35 handling fee; NO REFUND will be given after January 7th.**
9. Exhibitors must provide security for goods and receipts for their booth. Expo requires that all booths are attended at all times. Organizers are not responsible for booths left unattended.
10. Signage must be approved and cannot be attached to facility floor, wall or ceiling.
11. No smoking in the facility, and only food and drink items purchased onsite may be served unless particular permission for sample size portions is requested and approved.
12. All exhibitors and vendors who are providing services for sale or for demonstration purposes at the event will do so with no liability to the organizers, sponsors, producers, contract workers, and volunteers; nor to Columbus Trade Center. Each supplier of touch services must be licensed to touch in the State of Georgia and must handle their own waiver of liability statement with each individual with whom they work or for whom they perform a service at Expo.
13. Organizers, sponsors, producers, contract workers, and volunteers, and Columbus Trade Center are not responsible or liable for accidents, loss, theft or claims resulting from exhibitor's or attendees' participation.
14. Exhibitors and vendors may sell services at the event and are solely liable for and responsible to the City of Columbus for the remittance of any applicable sales tax (8%), **On site food service is prohibited except in 1oz portions for food and 2oz portions for drink, per CCTC regulations.**
15. Selling of goods and services or bookings for future services **are permitted** at expo.
16. **Expo is asking each exhibitor/vendor to supply a door prize for drawings and giveaways at the event.** The PRIZE COORDINATOR will contact vendors several weeks out in order to display your prize for maximum exposure. Recipients must be present to win.