



**41ST SOUTHERN ROCKY MOUNTAIN AGRICULTURAL CONFERENCE
AND TRADE SHOW REGISTRATION INFORMATION
FEBRUARY 7-9, 2023**

Outcalt Conference Center at Ski Hi Event Complex

www.agconferencesrm.com

EXHIBIT REGISTRATION FORM AND WAIVER

Business Name: _____

Mailing Address: _____

Contact Name: _____

(This person will be automatically registered to attend the conference sessions)

Email: _____

Type of Business: _____

**Please list the names of all persons from your organization attending the conference. Name tags will only be provided for those names appearing on this application

Extra Attendees: _____ (\$30.00 for 3 days per person)

All vendors have **2 meal tickets per meal** included with each booth purchase

Will Need: _____ 10 x 10 Spaces inside the event center (\$550.00 each)

_____ Outside Equipment Spaces (\$50.00 each)

_____ Chamber Member discount (-10%)

_____ Booth Deposit \$100 (Refundable after the Conference)

Please make a separate check for the Booth Deposit

Total \$ _____

Special Requirements:

** (Please list any special requirements for your booth so we can try to accommodate your request)

Registration Deadline: January 20, 2023

Full payment must be received by January 20, 2023

If full payment and registrations are not received by January 20th, we will assume that you are **not attending**, and your booth will be assigned to the next business on our waiting list.

(Exceptions due to hardship or special circumstances may be made on a case-by-case basis.)

If you confirm registration but will not be present on set-up day, prior arrangements must be made with the Chamber staff to secure your booth space. Booth spaces are not confirmed until payment is received. A confirmation email will be sent prior to the conference.

BOOTH PACKAGE INCLUDES:

1. Power, table, chairs, and internet access. Vendors must supply their own cords for power.
2. Coffee, water, cola beverages, and MEAL TICKETS (**BREAKFAST, LUNCH, & SNACKS**) for **TWO** participants per booth for **the three days**.
3. For each vendor colleague, there will be a \$30.00 charge per person to cover the cost of their meal tickets for the three-day event.

****If you are not attending all three days of the conference and trade show, please let us know what days you will be attending. You will still be charged the full registration fee.**

REFUND POLICY: In the event of cancellation, refunds will be issued **only** if the Monte Vista Chamber of Commerce is able to fill the booth space.



Please Initial _____



Monte Vista Chamber of Commerce

(719) 852-2731

chamber@montevistachamber.org

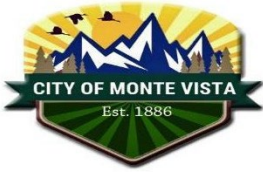
Mail payment to: Monte Vista Chamber of Commerce

947 1st Ave, Monte Vista CO 81144

To pay by Credit card, please call the office at (719) 852-2731

Credit card applicants will still need to mail registration forms

Thank you for your participation!



CITY OF MONTE VISTA

www.cityofmontevista.com

95 1st Ave Monte Vista, CO 81144

Main Phone: (719) 852-2692 ~ TDD: (719) 852-4575 ~ Main Fax: (719)852-6167

Decorating and Set Up Guidelines

The following restrictions were designed to retain the value and appearance of the Ski Hi Complex, furniture and fixtures, also to provide safety to our patrons. If you have questions during your event set up or need assistance, please feel free to inquire with Facility Management.

- Table and Chairs layout must be approved by Facility Management during planning meetings, you are not to rearrange without prior approval from Facility Management.
- Do not prop doors open, damage will occur with over extension of door hinges. Contact Facility Management for best loading/unloading options.
- Tape is NOT allowed on the walls or doors.
- Gaffers Tape may be used on the concrete in the Event Center.
- Any Banners to be hung in the Event Center must be given to Staff prior to the event to be hung up by City Staff ONLY.
- Any decorations to be hung from the ceiling must be approved by Facility Management during planning meetings.
- Event Holder is responsible for removing all mechanics and trash used to decorate and set up.
- No painting, spray painting, or glue are allowed.
- Rice, Confetti, Glitter, Bird Seed, Silly String, and Sparklers are prohibited inside all Ski Hi Complex Facilities.
- No standing on chairs or tables.
- Do not apply stickers, tape, or any object with a sticky substance to any surface.
- The use of open flame items and decorations is not permitted (including open flame candles).
- Do not pour liquids or gel products used for floral arrangements into sinks, water fountains or drains.
- Do not use the partition wall tract for hanging or securing any thing
- Renter(s), caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter(s) will be responsible for arranging access during the time requested for entry and exit of the Facility. Renter should plan accordingly to include set up, clean up and removal of event as part of their rental time frame.
- Renter(s) will not prepare or decorate the Facility prior to the event start time, unless Renter(s) provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
- Renter(s) shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes, tape or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein.