

# 2010 Western RC&Ds In Montana's Big Sky

## Exhibitor and Vendor Schedule and Operating Information

12/18/09

### Exhibit Set Up

- The Holiday Inn will set up the tables and chairs for the exhibits and vendors on the morning of January 31 in the Big Sky Atrium. Exhibit areas will be approximately 10' x 10'.
- Each exhibit area will have a 6' x 36" skirted table (two 6"x18" side-by-side) and two side chairs. A limited number of 8' tables are available; we will attempt to match them to your needs once we determine the final layout of in the rotunda.
- If requested in the application, electrical connections will be available.
- Arrangements for projection screens and other equipment are the responsibility of individual vendors and exhibitors.
- Exhibitors and Vendors can begin set up of their exhibits beginning at 1:00 pm on January 31. We expect most attendees to arrive on Saturday or Sunday.
- The exhibit area will be monitored by Holiday Inn staff but should not be considered a "secure" area. Plan on removing valuable items when the exhibit is not staffed.

### Passes for Exhibitors and Vendors

- Up to 2 passes for your exhibit during the conference will be provided for individuals staffing the exhibits. This does not include conference sessions, meals, or tours. Those items may be purchased separately or by general registration from the registration form available at [www.westernrcd.org](http://www.westernrcd.org).
- Vendors/Exhibitors should notify the Bitter Root RC&D of the names of individuals who should be provided passes. Call 406-363-1444, extension 104 or email [bitterrootrcd@cybernet1.com](mailto:bitterrootrcd@cybernet1.com).

### Operating Schedule

General hours for the conference are from 8:00 am to 5:00 pm. Additional opportunities for vendors and exhibitors include evening receptions and socials as noted.

Sunday, <b>January 31</b>	1:00 - 5:00 2:00 - 7:00	Set-up Optional Operating Hours
Monday, <b>February 1</b>	8:00 - 12:00 8:00 - 5:00	Set-up Operating Hours
Tuesday, <b>February 2</b>	8:00 - 1:00 5:30 - 8:00	Reduced Operating Hours Due to Off-site Tours Your Option to be Open During Evening Events
Wednesday, <b>February 3</b>	9:00 - 1:00 After 1:00	Operating hours (You Can Breakdown Early) Breakdown

## **Information Provided to Vendors/Exhibitors at During Check-in**

The following information will be provided to Vendors/Exhibitors during check-in at the Registration Table:

- Conference Agenda and Information Packet
- List of Vendors and Exhibitors
- Exhibit Layout and Assignments
- Passes for individuals staffing the exhibits
- An identification sign for the exhibit
- List of Conference Attendees

## **Parcel Delivery at the Holiday Inn**

- Please contact Emily Feller, Hotel Sales Manager at (406) 532-2057 regarding any shipping arrangements. The hotel should be advised of any parcels over 100 pounds or shipments involving 5 or more boxes.
- The Holiday Inn will receive boxed packages and display materials on January 30<sup>th</sup>. No deliveries will be made on January 31 (Sunday).
- All items will be stored behind the front desk and ready for you when you arrive.
- The following information should be on each item shipped to the Hotel:
  - Conference Name – 2010 Western RC&D-Bitter Root RC&D
  - Name of Exhibitor/Vendor/Attendees
  - Event Planner's Name – Emily Feller
  - Event Date – January 31-February 3

## **Banners and Signs**

The Hotel has limitations on posting signs and banners on their walls. Emily Feller will be able to tell you if any banners or signs other than those on tables will be an issue.



## EXHIBITOR/VENDOR APPLICATION

**2010 Western RC&Ds In Montana's Big Sky  
– Creating Tomorrow's Food and Energy  
January 31 - February 3, 2010**

**Holiday Inn MISSOULA DOWNTOWN at the PARK  
200 South Pattee  
Missoula, MT 59802**

**APPLICATIONS DUE BY: January 22, 2010**

**Company Name:**

(Please Print or Type) \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone and E-Mail:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Booth Type:**

**Vendor** – Commercial sales of products or services

**Exhibitor** – Display of information or materials

Do you require electricity?  Yes  No

**OPERATING SCHEDULE:** General hours for the conference are from 8:00 am to 5:00 pm. Exhibitors and Vendors will be provided exhibit space in the Big Sky Atrium, providing the 250+ conference attendees an opportunity to circulate during breaks.

Sunday, <b>January 31</b>	1:00 - 5:00 2:00 - 7:00	Set-up Optional Operating Hours
Monday, <b>February 1</b>	8:00 - 12:00 8:00 – 5:00	Set-Up Operating Hours
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**EXHIBITOR/VENDOR INFORMATION:** The following will be provided:

- ✓ Listing of company name and contact information in the Exhibitor/Vendor listing provided to each attendee
- ✓ 1 – 6' x 36" Table covered and skirted
- ✓ 2 Side chairs
- ✓ 2 passes for Representatives access only – does not include conference, meals or tours
- ✓ Copy of Conference Agenda
- ✓ List of Conference Attendees
- ✓ Exhibitor/Vendor Identification Sign

**REPRESENTATIVES:** Exhibitors will be provided up to 2 passes to the conference for the purpose of staffing the exhibit. Please list the persons who will receive the passes. Passes do not allow entry to conference sessions, events, meals, and tours. If you or your staff desire to participate in the conference, meals, and tour events, you can purchase a full registration or separate registration items for each person. Enclosed is a registration packet. Additional copies may be made from the enclosed registration form or are available online at [www.westernrcd.org](http://www.westernrcd.org).

**Representative's Name and Title:** \_\_\_\_\_

**Representative's Name and Title:** \_\_\_\_\_

**REGISTRATION FEES AND PAYMENTS:**

**Amount Enclosed: EXHIBITOR \$75.00 [ ]      VENDOR: \$125 [ ]**

**Make Check Payable to: Bitter Root RC&D**

**Please mail to:            Bitter Root RC&D  
                                  1709 North 1<sup>st</sup> Street  
                                  Hamilton, MT 59840**

**If Using Visa or Master Card Please Call Bitter Root RC&D at (406)363-1444 x 5. We can take your information over the phone. Fax (406)363-5451**

Exhibitor/Vendor assumes responsibility and agrees to indemnify and defend the Event Sponsors and the Holiday Inn and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor/Vendor understands that neither the Event Sponsors or Holiday Inn maintain insurance covering the Exhibitor/Vendor's property and it is the sole responsibility of the Exhibitor/Vendor to obtain such insurance.

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<b>Print Name</b>	<b>Signature</b>	<b>Date</b>
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**Donations:** Donations to support scholarships or items to support the conference auction will be appreciated, and noted in the Conference Program. If you would consider making a donation, please indicate by filling in the space below. You will be contacted so you may make arrangements. Cash donations will be used to defray conference expenses. Donated items will be used in the Silent/Live Auction.

**I would like to make a donation of \$\_\_\_\_\_ and/or item for auction\_\_\_\_\_**

***Thank you for your support and interest in the  
2010 Western RC&Ds In Montana's Big Sky  
Creating Tomorrow's Food and Energy***