



TABLE EXHIBIT SPACE CONTRACT
 WEDNESDAY - MAY 9, 2018

COMPANY NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE NUMBER: _____
 CONTACT NAME: _____ FAX NUMBER _____
 E-MAIL: _____ CO. WEB SITE: _____

PRODUCT DESCRIPTION:

Exhibitor will exhibit, display, and promote the following products or service.

EXHIBIT SPACE RATE:

- Booth (10' W x 8' D) with 110v Electricity \$250.00
Blue & White Pipe & Drape, 1 table 30 x 96 inches & chairs included
- Additional Booth Space \$200.00
- Briefcase – No Table \$150.00

This cost entitles your company and employees participation in the Trade Show Hall and access to the attendees in the Trade Show on **Wednesday, May 9, 2018, from 4:30 p.m. to 6:30 p.m..**

BOOTH SPACE SELECTION:

Please consult the enclosed floor plan and list your choices for booth space below. Booths are 10 feet W x 8 feet D.

1st _____ 2nd _____
 3rd _____ 4th _____

Exhibitor requests that, if possible, show management avoid assigning space near the following companies (Please note: any companies that may have a negative impact on the location of your exhibit.)

PERSONNEL REGISTRATION:

Please refer to the enclosed General Information Section for important policies & instructions. Submit the enclosed Exhibitor Personnel Registration Form with this contract.

FEES:

Exhibit Space \$ _____
 Briefcase Attendee \$ _____
 Personnel Registration \$ _____
 (From Exhibitor Personnel Registration Form)

EXHIBIT & PERSONNEL FEES TOTAL \$ _____

Sponsor Discount (if applicable) \$ _____

Adjusted Total (for sponsors only) \$ _____

METHOD OF PAYMENT:

Check Visa MasterCard American Express

Card No: _____

Name on Card: _____

Signature: _____ Exp. Date: _____

Please remit to: **RMLA**
133 So. Van Gordon St., Suite 300
Lakewood, CO 80228
(303) 987-1111 – FAX (303) 986-2345
rmla@nsaa.org
Website: www.rmla.org

This form must be completed and returned to the RMLA office, with the appropriate fees, by March 16, 2018 for your space to be assigned in accordance with the established priority system. After that date, space will be assigned on a first-come, first-served, space-available basis. The RMLA President and/or Trade Show Management reserves the right to assign space or change the layout without regard to established priorities when, in their judgement, such assignment is in the overall best interest of the show.

We the undersigned, having agreed to the enclosed RMLA rules and regulations, hereby incorporated into this agreement by reference, contract for booth space and services at the RMLA 47th Spring Conference Trade Show at the Two Rivers Convention Center, Grand Junction, CO.

 Authorized Signature

Title: _____ Date: _____

Please sign and return this contract to RMLA. When final space assignment is confirmed, an executed copy will be returned to you for your records.

Refunds will be handled on a case-by-case basis and must be requested in writing no later than 5 working days after the event. No refunds of exhibit or registration fees will be given to "no shows".

RMLA USE ONLY	
Date Received: _____	
Final Table Assignment: _____	
Date: _____	