



**September 7-9, 2017**

**Radisson Denver Southeast Hotel- Denver, CO**

### **Exhibitor Application and Contract**

*(Please Type or Print)*

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Name of Company

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Name of contact person / Position

Name of Representative(s) Attending

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Mailing Address

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City

State

Zip

---

Phone

Fax

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After hours phone / cell

Email

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Representative's after hours phone / cell

Email

EXHIBITOR, for consideration received, agrees to follow all rules and regulations and further agrees that: neither AUTHORU, the Radisson Denver SE Hotel - Aurora, CO, nor any of their respective employees, agents, contractors or representatives will be held liable for injury to any person or for any loss or damage to property owned and/or controlled by the exhibitor, and

shall be indemnified and held harmless by Exhibitor for any claims for damages or injuries which may be incident to, arise from, or be in any way connected with the exhibitor's display. Should any legal action be necessary to enforce the terms of this contract, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which it may be entitled.

Exhibitors desiring to insure their exhibit merchandise and display material against loss of any kind must do so at their own expense and should contract their own insurance brokers. Exhibitors will be responsible for any damage to their booth areas, nails, tacks or screws must not be driven into walls, floors, or woodwork. Reservations will be taken on a first-come, first-served basis

**Exhibitors will receive a list of all attendees as well as the ability to email the entire membership pre and post the AUTHORU Extravaganza.**

**BONUS: When you Exhibit with AUTHORU, your meals are included Thursday through Saturday afternoon—this will save you at least \$300 in hotel charges for food.**

#### **Exhibitor Guidelines:**

1. Exhibitors must confine all display materials and activities to their contracted booth space.
2. Please let AUTHORU know if you desire a table booth or you plan to bring a stand-alone booth.
3. Exhibitors who use models or artisans must be sure that their appearance and dress will not offend even the most critical. AUTHORU reserves the right to order the removal of any materials or activity deemed inappropriate.
4. No subletting of booth space.
5. Food and beverages may be dispensed from the exhibitor's booth within the following guidelines:
  - Exhibitor must receive written approval from AUTHORU.
  - The distribution area must be kept clean and attractive.
6. Exhibit space is for TWO representatives and includes meals when served to attendees through Saturday lunch. Additional reps in a booth will be charged \$400 each.

#### **Specific exhibit hours:**

##### **Installation hours -**

Thursday, September 6th: after 12 p.m.

All exhibits must be set up and show-ready by 6:00 a.m., Thursday, September 7, 2017.

Any exhibit space not occupied by 6:00 a.m. will be reassigned with no refund.

##### **Show hours -**

Thursday, September 7<sup>th</sup>, 7:30 - 5:00 p.m.; Friday, September 8<sup>th</sup>, 8 a.m. – 5 p.m.;

Saturday, September 9<sup>th</sup>, 7 a.m. – 1:30 p.m.

**Note** – there is dedicated Exhibit times throughout each day. Attendees may visit during when we are in Session—the Extravaganza is unique as all Exhibitors are included in the Grand Ballroom – if you are visiting with a potential customer during a Live Session, we ask that you step away from your booth into the Reception area for voice control. The NEW Vendor Breakfast for Attendees on Thursday AM will allow you to set up appointments with attendees throughout the conference. Thank You.

**Dismantling :**

NO display may be dismantled before 1:30 p.m. on Saturday, September 9, 2017.

**Booth Rates - Circle one**

	Early registration (On or before 8/10/17)	Regular Registration (after 8/10/17)
<b>AuthorU Premier Partners</b>	\$700	\$800
<b>AUTHORU Member (2 in booth)</b>	\$995	\$1100
<b>Non-AUTHORU Member</b>	\$1195*	\$1395*

\*Regular GOLD membership is \$99; Associate Members is \$150 and includes special listing on the AuthorU website that includes all your contact info and what your services are. Premier Partners pay \$500 and get multiple discounts plus advertising in the Monday Morning Newsletter and featured on the AuthorU-Your Guide to Book Publishing radio show.

**Booth rental may be split between two companies with only one person from each company. Each company must complete, sign, and submit an application/contract.**

**All booth cancellations must be submitted in writing via email with confirmation back from AUTHORU. A refund less \$300 will be issued if the cancellation is received prior to 5:00 p.m. on August 1, 2017 or until space is sold out. No refunds will be issued after 5:00 p.m. on August 1, 2017.**

**Any boxes for display for Exhibits, etc. will have a charge of \$5 per box**

**Electric Outlets at Booth: \$35**

**WiFi is in general use for 3 days**

**\*\*\*Breakfast and Lunch included Friday and Saturday; Dinner included Friday. Special “Meet the Exhibitors Breakfast” on Thursday morning.**

I have read the rules and regulations and understand they are part of this contract. A check payable to AUTHORU or credit card information for the full amount of the booth space is enclosed.

**Reserve your room at [www.Radisson.com/DenverCo](http://www.Radisson.com/DenverCo) ; click on **MORE Search Options**, enter **Rate code: AUTSEP<sub>3967</sub>****

Please print ...

Exhibitor: \_\_\_\_\_

Name of Attendee(s): \_\_\_\_\_

I will be a Sponsor of one of the Activities and will contact AuthorU \_\_\_\_\_

Amount of check enclosed \$ \_\_\_\_\_ Exhibit Booth: \_\_\_\_\_ Electrical: \_\_\_\_\_

Additional reps \_\_\_\_\_

If by credit card: Visa \_\_\_\_\_ MC \_\_\_\_\_ DIS \_\_\_\_\_ AMEX \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_ Billing ZIP Code \_\_\_\_\_

Accepted by: \_\_\_\_\_

Authorized Signature

**Mail or fax this completed contract (four pages) and payment to:**

AuthorU  
C/o Judith Briles, Chief Visionary Officer  
8122 S Quatar Circle  
Aurora, CO 80016  
[Judith@Briles.com](mailto:Judith@Briles.com) or [AuthorU@gmail.com](mailto:AuthorU@gmail.com)  
303-885-2207  
303-317-5185 Fax

**Host Hotel: Radisson SE Denver Hotel-Aurora, CO**

**You will need to make your room reservation directly with the Radisson Denver SE, CO.**

**Please ask for the 1709AUTHOR room block to get the special room rate. There is free shuttle service from airport.**

**Book your room early as the AuthorU group rate may sell out quickly (it did last year)—rate is at \$105. After August 21<sup>st</sup>, any remaining rooms in the room block will be released.**

**Radisson Denver SE Hotel**  
3155 South Vaughn Way  
Aurora, CO 80014

**Phone: 303-399-7500 for onsite # only**



**Reserve your room at**

**Reserve your room at [www.Radisson.com/DenverCo](http://www.Radisson.com/DenverCo) ; click on **MORE Search Options**, enter **Rate code: AUTSEP<sup>3967</sup>****

THANK YOU FOR PARTICIPATING  
PLEASE MAKE A COPY OF THIS APPLICATION/CONTRACT BEFORE SUBMITTING