



EXHIBITOR SPACE AGREEMENT

STEP 1: Exhibiting Company Information

Company: _____
 Primary Contact: _____ Title: _____
 Company Address: _____
 City: _____ State: _____ Zip: _____
 Phone Numbers: () _____ () _____
 E-mail: _____ URL: _____
 Product/Service: _____
 Names on Badges: _____, _____

STEP 2: Booth Package

	By March 30, 2008	After March 30, 2008	
Basic Booth -	\$650	\$750	
Deluxe Booth (Corner Booth) -	\$900	\$1,000	
	Qty	x Cost	=
Basic Booths	_____	\$ _____	Subtotal \$ _____
Deluxe Booths	_____	\$ _____	Subtotal \$ _____
Extra 6' Skirted Table	_____	\$ 25	Subtotal \$ _____
Extra Badges	_____	\$ 6	Subtotal \$ _____
Names	_____ , _____		

STEP 3: Electrical

Electrical lines _____ \$ 50 Subtotal \$ _____

Electrical is standard 500 watts. Electrical must be ordered in advance. Please call for any special electrical.

STEP 4: Program Advertising

Please download and complete the Advertising Agreement Form.

Payment is required to register and acquire a booth. We register on a first in first registered basis. Payment must accompany all forms.

GRAND TOTAL \$ _____



STEP 5: Payment

Credit Card: Visa MasterCard Discover Am Express
 CC Number: _____ Exp. Date: _____
 Three number security code on back of cc (front top on AmEx) - CVV code: _____
 Signature of Cardholder: _____

Check Enclosed: check # _____ for \$ _____

Made payable to Events by Lisa B, LLC

Pay on-line using Paypal at www.partyplanningexpo.com



Continued on next page

STEP 6: Insurance

I have read and understood the Insurance section in the Sponsor/Exhibitor Terms and Conditions on page 11 of this booklet.

Enclosed is my copy of Proof of Insurance naming Events by Lisa B, LLC as additional insured.

STEP 7: Sales or Exchanges

California Sales and Use Tax Requirement: In accordance with California Revenue and Taxation Code, Events by Lisa B, LLC must obtain written evidence that Exhibitors will not offer or exchange any tangible personal property, retail or wholesale, at the OC Party Planning Expo 2008, or if the Exhibitor will be doing so, the Exhibitor has a valid seller's permit. Please check appropriate statement:

- We WILL be selling or exchanging tangible property at the OC Party Planning Expo 2008 and understand we are responsible for collection and payment of all sales and use of taxes. The sale of food or beverages is prohibited. Enclosed is the required copy of valid seller's permit. We WILL NOT be selling or exchanging tangible property at OC Party Planning Expo 2008.

STEP 8: Agreement to Terms and Conditions

Initial here to acknowledge that you have read, understood and agree with the Sponsor/Exhibitor Terms and Conditions as found on pages 10-11 of this booklet.

Exhibitor warrants and represents that the individual signing below is a duly authorized representative to bind the Exhibitor in this Agreement. By signing below, Exhibitor has read, understands and agrees to abide by the TERMS and CONDITIONS of this agreement and all amendments thereto. FAX signatures are considered as binding as original.

Print Name:

Signature: Date:

STEP 9: Send Documents

- Exhibitor Space Agreement
Full payment via check, if applicable
Program ad, if applicable. (E-mail digital artwork to eventsbylisab@yahoo.com)
Copy of Proof of Insurance
Copy of Seller's Permit, if applicable
Mail to:

OC Party Planning Expo 2008
28562 Oso Parkway Ste D-510
Rancho Santa Margarita, CA 92688

Upon receipt of your registration, we will send to you via E-mail:

- Your booth assignment
Confirmation/Receipt
Detailed exhibit schedule

Phone (949) 702-7872 • FAX (949) 766-6402
www.partyplanningexpo.com

Office Use: Date Received: Amount Received: Assigned Booth No. Agreement Complete: