



*Día de la Mujer Latina, Inc.*  
 7400 Harwin Dr. Ste 160; Houston, TX 77036  
 Ph/Fax: 713-782-1800 Email: diadelamujerlatina@gmail.com  
 www.diadelamujerlatina.org

**EXHIBIT SPACE APPLICATION & CONTRACT**

Company/Organization Name as you would like it to appear in the exhibit guide:

\_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (W): \_\_\_\_\_ FAX: \_\_\_\_\_ Email (required): \_\_\_\_\_

Product Description: Describe the product and/or information you plan to display/distribute. All product/service must be related to health and wellness. Exceptions will be granted by Exhibit Booth Coordinator. Please include here **special needs** for your exhibit (i.e. electricity).

\_\_\_\_\_  
 \_\_\_\_\_

Please enter date and/or location of the event in which you wish to participate. For multiple events, feel free to make copies of this form.

Date (mm/dd/yy): \_\_\_\_\_ Location: \_\_\_\_\_

**Setup: 8:30 AM – 9:30 AM**                      **Exhibit Hours: 10:00 AM – 2:00 PM**                      **Breakdown: 2:00 PM – 3:00 PM**

Please choose one below (**RENTAL FEE SHOWN IS PER EVENT**):

Sponsor (Please declare your sponsorship level: Platinum, Gold, Silver, Bronze) \_\_\_\_\_

Corporate Exhibitor                      25 or more employees                      \$500.00 Booth Rental                      \$ \_\_\_\_\_

Small Business                      Less than 25 employees                      \$250.00 Booth Rental                      \$ \_\_\_\_\_

Non-Profit Organization                      Must attach copy of 501(c)(3) letter                      \$ 50.00 Booth Rental                      \$ \_\_\_\_\_

Clinic Providing Medical Svcs                      No Charge\*                      **\*NOTE: List below the services that will be provided. We will notify you if medical services you plan to provide don't qualify for a wavier of the rental fee. Clinic Request for additional tables and/or chairs should be made here.**

\_\_\_\_\_  
 \_\_\_\_\_

Government Organization                      No Charge\*\*                      **\*\* NOTE: Government exhibitors will have to share a table.**

The booth rental includes one 6' draped and skirted table and two chairs. Booth space will be assigned after registration has been completed and approved, and payment (if applicable) is received in full. Confirmation will be sent from Día de la Mujer Latina **via email** when the Rental Agreement has been accepted.



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**Rules and Regulations**  
**(Please read carefully.)**

Liability Insurance: Every reasonable precaution will be taken to prevent losses and protect the interest of Exhibits. Under no circumstances will Día de la Mujer Latina, nor their volunteers and/or agents be held accountable or liable for such losses and or damages, however caused; and the same are released from accountability or liability for any damage, loss, injury to person or any property of the Exhibitor, however caused, or any of its officers, agents, employees or representatives, nor for goods sent to the location of the event, before or remaining after the exhibit, nor while in transit to or from the exhibit or during the exhibit.

Fees: In keeping with our mission statement, Día de la Mujer Latina, Inc. will not charge our attendees to participate in this event. Please note that our policy specific states that there will be no selling at this event nor will any exchange of money be allowed.

Liability for Damages: Pursuant to the agreement, Exhibitors shall be liable for any damages caused by same, or by their representatives, to building floors, walls, and columns, as well as to the property of other Exhibitors. Exhibitors shall refrain from using, or allowing the use of nails, screws, hoods, or other fixtures for fastening objects to building structures. Any damages caused by any Exhibitor, their volunteers or employees shall be repaired at the Exhibitors expense.

Other Exhibitors: Any activity by an Exhibitor must not be such as to cause inconvenience to other Exhibitors. The exhibitor agrees to confine his/her presentation to the contracted space only.

Cancellation: Cancellation for booth space must be received in writing **at least 10 business days** before the event to receive a full refund. No refunds will be made after this date.

Forfeiture: All exhibitors regardless of whether they paid or not will forfeit their reservation if they have not checked in and set up their booth by 10:00am on the day of the event. There will be no refund for all forfeitures.

Deadlines: All exhibit contracts and fees must be received by the **Wednesday before the event by 5:00pm ET**. Exceptions may be granted by Exhibit Booth Coordinator.

Please fax completed forms to 713-782-1800.

**Applicant agrees to fully comply with the Rules and Regulations of Día de la Mujer Latina, Inc. as outlined.**

Authorized by: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Print Name)

Signature: \_\_\_\_\_

**For DML Management Use Only:**

Booth Assigned: \_\_\_\_\_

Date Contract Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Space Confirmed via Email: \_\_\_\_\_