



Exhibition Application Form

“Changing Workforce: Challenges & Strategies for Success”
2008 Rocky Mountain Conference on Aging
October 23, 2008

Exhibit Location:
Thomas M. McKee 4-H, Youth and Community Building,
The Ranch- Larimer County Fairgrounds,
5260 Arena Circle, Loveland, CO 80538

Applications with payment are due to the Rocky Mountain Conference on Aging (RMCoA) Committee by **Wednesday, October 1, 2008. If available spaces are still available. Exhibit space is limited.** In advance of this payment deadline an Exhibition Application Form alone can be sent to be considered on a space-available basis, with confirmation from the committee before a payment is completed. All potential exhibitors must enter into an agreement with RMCoA in order to be considered for exhibit space selection. Copies of all applications submitted to the RMCoA will be forwarded to the Exhibition Committee, who will then contact applicants regarding how to complete the agreement/payment process. Completed Application Form can be submitted online, email, fax or postal mail. For additional information/questions contact: **Donna Liess, RMCoA Exhibition Chair** at (970) 304-6535 ext. 2080; fax (970) 351-0415 or **dliess@co.weld.co.us**.

Exhibit Accommodations

The standard exhibition space will be **10 ft. x 10 ft.**, including drayage, one 8 ft. table, two chairs, one conference registration including lunch and breaks. Special requests for electricity or equipment will be coordinated through the Exhibit Chair. Parking is free. Space selection and assignment during the Conference shall be at the sole discretion of the RMCoA sponsors. While adherence to the Conference theme and mission will be considered during exhibit application. In the booth location assignment process, priority will be given to sponsors and then on a first come (application, payment, signed agreement). Accepted exhibitors will need to contact Exhibition Chair if questions. Exhibition Chair will also coordinate exhibitors in regards to exhibit set-up and special requests / needs. The RMCoA committee will coordinate with The Ranch staff regarding this conference’s exhibition, not individual exhibitors. **Exhibit prices: \$200 for profit groups and \$100 for not-for-profit groups.**

Applicant Information *(please print or type)*

Organization: _____

Official Exhibit Representative: _____

Title: _____

Address: _____

City: State: Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

