

EXHIBITOR MARKETPLACE & DIVERSITY RECRUITING VENUE

The Latinas & Power Symposium offers an exhibitor marketplace and expo for companies, businesses and organizations. If your business strategy includes targeting the Latina market, this conference is for you. Our primary goal is to connect Latina professionals with marketplace opportunities.

SYMPOSIUM INFO

SYMPOSIUM DATE

Thursday, May 30, 2024

EXHIBITOR HOURS

8:00am- 3:30 pm
(may stay for reception 5-7pm)

LOCATION

Connecticut Convention Center
Hartford, CT

SETUP HOURS*

Thursday, May 30 | 6am-7:30am

*Arrangements may be made for setup 5/29 by request

IMPORTANT DATES

TO BE INCLUDED IN ATTENDEE BOOKLET

May 1, 2024

NO REFUND ON/AFTER

May 15, 2024

APPLICATION DEADLINE

May 1, 2024

QUESTIONS/CONTACT:

Giselle@latinasantpower.com

APPLY NOW

Thank you for your interest in exhibiting at Latinas & Power Symposium. Please read the following for important information regarding the participation process for this event. We look forward to receiving your application.

If you have questions, please email giselle@latinasantpower.com. Please note that this is only an application to exhibit. You will receive notification by email as to your status. Applications will be reviewed once per week. Notification emails will be sent out the following Monday.

COMPANY/ORGANIZATION TYPE		EXHIBITOR SPACE 1 TABLE + 2 CHAIRS	DISCOUNTED PASSES
Small Business/NonProfit	(1-5 employees)	\$300	\$95 each (max 2)
Business/NonProfit	(5-50 employees)	\$500	\$95 each (max 2)
Corporate/Government/NonProfit	(50+employees)	\$600	\$95 each (max 2)

IMPORTANT INFORMATION

1. Deadline to apply is four (4) weeks prior to event. Booths are approved and assignments made based in part on the date of application receipt. To secure the best booth spaces, make sure to send in your completed applications early. If you would like to be listed in the program booklet, we need to receive your payment no later than four (4) weeks prior to event (**May 1, 2024**).
2. Applications will NOT be reviewed without all the required information:
 - Company info
 - Product description
 - 501(c)3 documentation for non-profits (if applicable)
 - Payment (*Please see PAYMENT section below*)
3. **Space is limited.** Please ensure that your display fits within the provided space to avoid additional charges. Latinas & Power reserves the right to enforce space use on site.
4. Exhibitor space includes one 6-foot skirted table and two (2) chairs. If accepted as an exhibitor, you will receive notification of the location of your booth and setup instructions approximately 5 business days prior to the conference.
5. Pass does not include the attendee breakfast. You may **purchase up to two** additional passes at a reduced exhibitor rate of \$95 for business, subject to availability. You may request up to two (2) Exhibitor Booth Staff Passes for staff to work your booth. *Exhibitor Staff Passes DO NOT allow entry into panels, sit-down lunch, or other conference activities.* Box lunches may be purchased for booth staff only (see application form). Please note any serious food allergies.
6. Exhibitor space MUST be staffed throughout Exhibitor hours.
7. Electricity, phone, and internet access are not included in your booth package and should be purchased directly from the facility.
8. No food or beverages may be sold or distributed without the prior approval from the conference organizer.
9. Parking fees are not included. There is an attached parking garage with fees ranging from \$11 to \$23.
10. We reserve the right to revoke approval of any exhibitor for any reason including, but not limited to, unresponsive communication or lack of payment.

PAYMENT

You are asked to provide payment at the time of application. You may pay by credit card or check made payable to Latinas & Power Corp. If you select credit card, please complete the Credit Card Authorization Form included in this packet. Your card will be charged after you are approved and notified of the final price. We will confirm final price at time of acceptance regardless of payment type. We will need payment IN OUR OFFICES within five (5) business days of notification of acceptance. Any outstanding balance must be received no later than one (2) week prior (**May 17, 2024**) or exhibitor space and/or conference registrations may be revoked.

CANCELLATION POLICY

Cancellations must be requested IN WRITING and e-mailed to giselle@latinasandpower.com. Be sure you receive confirmation that we received your email. If you do not hear from us within two (2) business days, call us to confirm receipt of the cancellation. No refunds will be given on or after **May 17, 2024**.

EXHIBITOR APPLICATION

Please return this application form and payment by email or mail. Select company type, booth type, and number of discounted conference tickets.

Company _____ Name for Listings _____
 Your Name _____ Email _____
 Work Phone _____ Cell Phone _____

Company Mailing Address _____

Product Description _____

Print Names of Attendees and Booth Staff:

Complimentary Conference Pass _____
 Discounted Conference Pass (1) _____
 Conference Pass (2) _____
 Any serious allergies for above attendees? _____

ESTIMATED COST NP = NonProfit

COMPANY TYPE	EXHIBITOR SPACE	ADD'L REGISTRATION (MAX 2)
Small Business/NP (1-9)	<input type="checkbox"/> \$300	Qty: (@ \$95 ea)
Business/NP (10-50)	<input type="checkbox"/> \$500	Qty: (@ \$95 ea)
Corporate/Government/NP (50+)	<input type="checkbox"/> \$600	Qty: (@ \$95 ea)

Exhibitor Space \$ _____
 Additional Registrations @ \$ _____ ea (1) (2) \$ _____
 Boxed lunches @ \$45 ea (1) (2) \$ _____
TOTAL \$ _____

Payment Type Credit Card (authorization form enclosed)
 Check (within 5 business days of acceptance)

Acceptance and final cost are subject to approval by Latinas & Power. If paying by credit card, please complete Credit Card Authorization form and submit at the time of application. Your credit card will NOT be charged unless you are approved, and you will be notified prior to your card being charged with the final booth cost. If paying by check, we will confirm final cost at the time of acceptance and will require payment in our office within 5 days of notification of acceptance.

Signature _____ Date _____

CREDIT CARD AUTHORIZATION

CARDHOLDER INFORMATION — *Required with application if paying by credit card*

Name as it appears on card _____

Card Type Visa MasterCard American Express Diners/CB Discover JCB

Account Type **Individual** Credit Debit **Corporate** Company Name _____

Credit Card Number _____

Expiration Date _____ CSC Code _____

Address (statement) _____

City/State/Zip _____

Mobile Phone _____ Other Phone _____

I certify that all information is complete and accurate. I hereby authorize Latinas & Power Corp. to collect payment for all charges as indicated.

Cardholder Name (print) _____

Cardholder Name (sign) _____ Date _____

PAY BY CHECK

Checks should be made out to **LATINAS & POWER CORP.** and mailed to:

Latinas & Power Corp.
12 Main Street Suite 906
Essex, CT 06426

Checks must be received within five (5) days of notification of acceptance.