



Rocky Mountain
Lift Association

41st Spring Conference and Trade Show
Two Rivers Convention Center
Grand Junction, Colorado
April 30 – May 3, 2012

DATE: December 20, 2011
TO: Ropeway Industry Suppliers
FROM: Sid Roslund, RMLA Liaison
SUBJECT: Trade Show Information

Enclosed in this packet are the materials and information needed to exhibit at the trade show and register your company personnel for the RMLA 41st Spring Conference and Trade Show. The **Trade Show will be held on Wednesday, May 2, 2012**, from 4:30 p.m. to 6:30 p.m.

Please note the specific deadlines and that full payment is due when submitting these forms. All companies returning the space contract by March 9, 2012, along with the appropriate forms and fees, will be assigned space in accordance with the established priority system. Forms received after that date will be assigned on a first-come, first-serve basis.

The Rocky Mountain Lift Association (RMLA) is a trade association for maintenance and operation personnel for Ski Lifts and Ropeways. The annual conference has over 375 attendees from Ski Areas and Ropeway Amusement Attractions from across the United States. An additional 125 manufactures and industry specialists also participate. This year the three-day conference will again be held in the Two Rivers Convention Center in downtown Grand Junction, Colorado. This facility offers a spacious trade show area with drive-in ability and classroom space for the more than 70 educational presentations directed towards all levels of maintenance and operation personnel.

Included in this packet for your use are:

- Schedule at a Glance
- Exhibit Space Contract
- Exhibitor Personnel Pre-Registration Form
- Shipping and Hotel Information
- Trade Show Rules and Regulations
- Exhibit Floor Plan
- Sponsorship Program

Please feel free to give us a call with any questions or visit our web site at www.rmla.org. If you have an idea for a class presentation, please let us know. Your involvement is important to us and we hope to see you there.



TABLE EXHIBIT SPACE CONTRACT

WEDNESDAY - MAY 2, 2012

COMPANY NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE NUMBER: (____) _____
 CONTACT NAME: _____ FAX NUMBER (____) _____
 E-MAIL: _____ CO. WEB SITE: _____

PRODUCT DESCRIPTION:

Exhibitor will exhibit, display and promote the following products or service.

METHOD OF PAYMENT:

Check Visa MasterCard American Express

Card No: _____

Name on Card: _____

Signature: _____ Exp. Date: _____

Please remit to: **RMLA**
133 So. Van Gordon St., Suite 300
Lakewood, CO 80228
(303) 987-1111 – FAX (303) 986-2345
rmla@nsaa.org
Website: www.rmla.org

EXHIBIT SPACE RATE:

- Booth (10' W x 8' D) with 110v Electricity \$250.00
 Blue & White Pipe & Drapes, 1 table 30 x 96 inches & chairs included
- Additional Booth Space \$200.00
- Briefcase – No Table \$150.00

This cost entitles your company and employees participation in the Trade Show Hall and access to the attendees in the Trade Show on **Wednesday, May 2, 2012, from 4:30 p.m. to 6:30 p.m.**, and a one-year RMLA membership.

BOOTH SPACE SELECTION:

Please consult the enclosed floor plan and list your choices for booth space below. Booths are 10 feet W x 8 feet D.

1st _____ 2nd _____
 3rd _____ 4th _____

Exhibitor requests that, if possible, show management avoid assigning space near the following companies (Please note: any companies that may have a negative impact on the location of your exhibit.)

PERSONNEL REGISTRATION:

Please refer to the enclosed General Information Section for important policies & instructions. Submit the enclosed Exhibitor Personnel Registration Form with this contract.

FEES:

Exhibit Space \$ _____
 Briefcase Attendee \$ _____
 Personnel Registration \$ _____
 (From Exhibitor Personnel Registration Form)

EXHIBIT & PERSONNEL FEES TOTAL \$ _____

Sponsor Discount (if applicable) \$ _____

Adjusted Total (for sponsors only) \$ _____

This form must be completed and returned to the RMLA office, with the appropriate fees, by March 9, 2012 for your space to be assigned in accordance with the established priority system. After that date, space will be assigned on a first-come, first-served, space-available basis. The RMLA President and/or Trade Show Management reserves the right to assign space or change the layout without regard to established priorities when, in their judgement, such assignment is in the overall best interest of the show.

We the undersigned, having agreed to the enclosed RMLA rules and regulations, hereby incorporated into this agreement by reference, contract for booth space and services at the RMLA 41st Spring Conference Trade Show at the Two Rivers Convention Center, Grand Junction, CO.

Authorized Signature _____

Title: _____ Date: _____

Please sign and return this contract to RMLA. When final space assignment is confirmed, an executed copy will be returned to you for your records.

Refunds will be handled on a case-by-case basis and must be requested in writing no later than 5 working days after the event. No refunds of exhibit or registration fees will be given to "no shows."

RMLA USE ONLY		I
Date Received:	_____	
Final Table Assignment:	_____	
Date:	_____	



RMLA 41st Annual Spring Conference and Trade Show
Two Rivers Convention Center
Grand Junction, Colorado
April 30 – May 3, 2012

SUPPLIER PERSONNEL REGISTRATION FORM

COMPANY NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____ PHONE NUMBER: _____
 CONTACT NAME: _____ FAX NUMBER _____
 E-MAIL: _____ CO. WEB SITE: _____

REGISTRATION FEES: PRE-REGISTRATION ENDS APRIL 18, 2012

TRADE SHOW ONLY FREE
CONFERENCE REGISTRATION \$235.00 ON OR BEFORE APRIL 18 — \$260.00 AFTER APRIL 18

ATTENDEE NAME, TITLE AND E-MAIL

	TRADE SHOW ONLY FREE	CONFERENCE AMOUNT REGISTRATION \$235/260	
1. _____ TITLE _____ E-MAIL _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
2. _____ TITLE _____ E-MAIL _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
3. _____ TITLE _____ E-MAIL _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
4. _____ TITLE _____ E-MAIL _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
TOTAL FEE			\$ _____

(DUPLICATE FORM AS NECESSARY) ENTER THIS AMOUNT UNDER PERSONNEL REGISTRATION ON THE EXHIBIT SPACE CONTRACT

METHOD OF PAYMENT – (PLEASE COMPLETE THIS SECTION ONLY IF THE FORM DOES NOT ACCOMPANY EXHIBIT SPACE CONTRACT)

PAYMENT (CIRCLE ONE) CHECK, VISA, MC, AMEX
 CARD # _____ EXP. DATE: _____
 NAME ON CARD: _____ SIGNATURE: _____

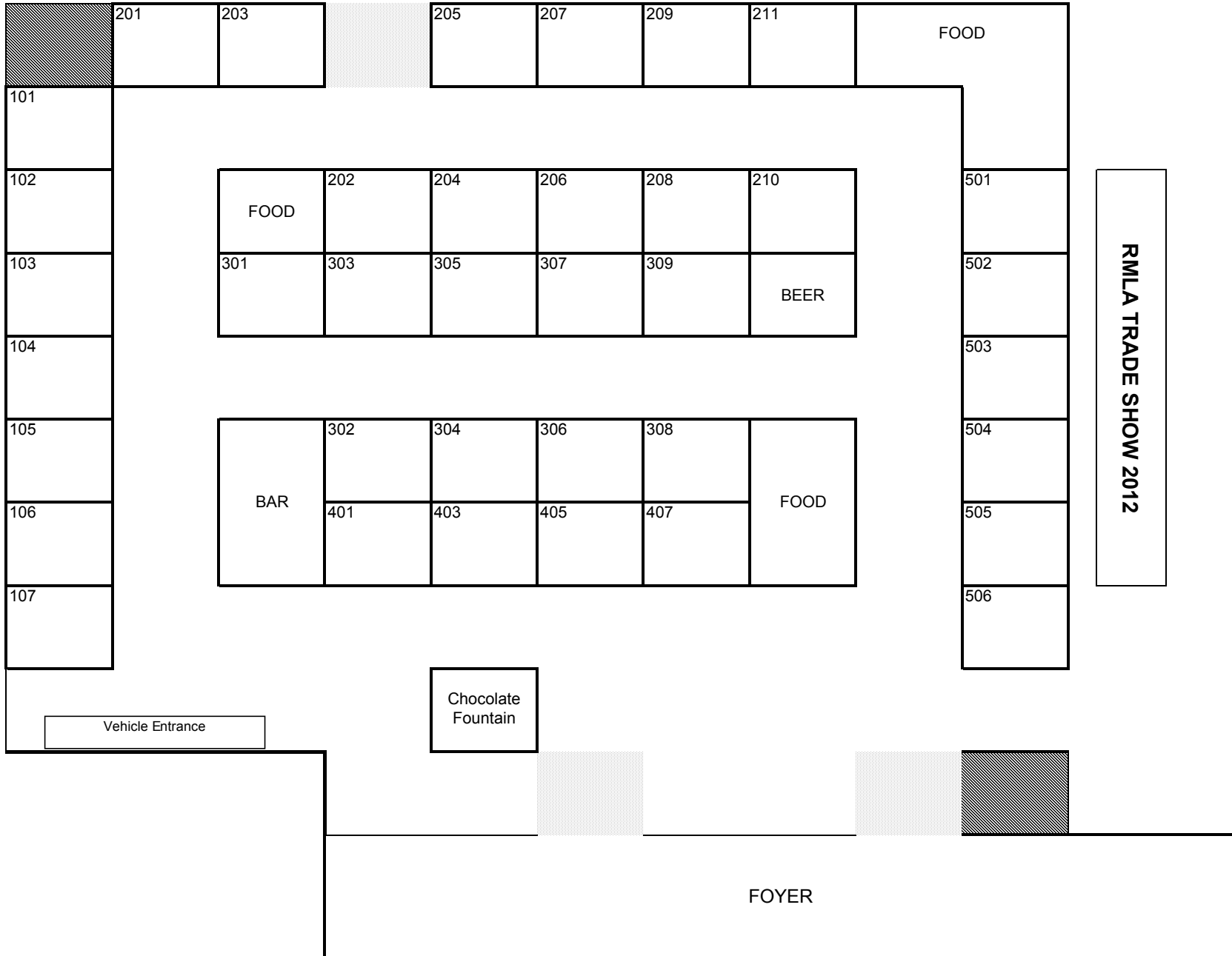
SEND OR FAX THIS FORM TO:

ROCKY MOUNTAIN LIFT ASSOCIATION (303) 987-1111 - FAX (303) 986-2345
 133 So. VAN GORDON ST. #300 rmla@nsaa.org
 LAKEWOOD, COLORADO 80228 W EBSITE: www.rmla.org

* Conference Registration includes: Automatic one-year RMLA membership status; professional classroom instruction; entrance to the Trade Show, meals, and other functions listed in the agenda.

RMLA TRADE SHOW

May 2, 2012 ~ Wednesday
4:30pm - 6:30pm
Two Rivers Convention Center
Grand Junction, Colorado





RMLA 41st Spring Conference and Trade Show
Two Rivers Convention Center
Grand Junction, Colorado
April 30 – May 3, 2012

Trade Show – Wednesday – May 2, 2012

POLICY FOR SHIPPING PACKAGES:

Federal Express, UPS, Trucking, and other express shipments can be shipped directly to the Two Rivers Convention Center.

1. Make sure all packages and boxes are clearly marked with your company name, address, and receivers' name. Ship to the following address:

RMLA TRADE SHOW May 2, 2012	Telephone Number
c/o Two Rivers Convention Center (970)	263-5700
Attn: Donna Redd	
159 Main Street	
Grand Junction, CO 81501	

2. Shipping dimension limits: 46 inches wide, 94 inches long, 80 inches high. Maximum un-palletted weight 150 pounds. Maximum pallet weight 3000 pounds. We would appreciate that any large amount of boxes coming to us by freight be on a pallet.
3. Shipments should not arrive earlier than April 26, 2012 prior to the Trade Show.
4. Trade Show setup starts at 10:30 a.m. We ask that you not set-up during the Awards Lunch between 12:00 p.m. and 1:15 pm. due to the noise that carries into the other side of the ballroom. Lunch tickets are available for \$15.00 at the registration desk.
5. When shipping packages away from the Convention Center, please have them packaged and ready to go out. This would include sealing them with packing tape and labeling them. You are responsible for the Fed-Ex or UPS form, or freight bill. Shipments by Truck need to make arrangements for loading if not directly after the trade show on Wednesday. RMLA will arrange for UPS and Federal Express shipments pick up after the trade show is over. They can do this using your own shipping number or charging it to your credit card. **Bring your own shipping forms for ease of outbound shipping.**

RMLA TRADE SHOWS RULES AND REGULATIONS

All rules and regulations shall be enforced by the RMLA president, the trade show staff, or the special counsel. Violation of the rules and regulations of the Trade Show will subject the violators to any or all of the following: fines up to \$2500; closing the exhibit immediately, either permanently or temporarily; loss of exhibitor priority based on the point system; loss of right to receive any registration list; removal of the violator from the exhibit hall; and/or expulsion from RMLA membership.

1. EXHIBITORS

RMLA trade shows are annual selling events for RMLA suppliers who provide any product or service relating to a ski area located in the United States (or a ski area in the early stage of development), including but not limited to, concession, maintenance, transportation, promotional products or services, or travel services. All products on exhibition or sold in any exhibitor's booth must be registered with the RMLA office prior to the opening of the show.

2. SHOW COST INCLUSIONS

Exhibit fees include one draped table, and chairs (upon request). Wall space behind exhibits is not guaranteed. Tabletop exhibits larger than 8 ft wide are prohibited. Any exhibitor with a tabletop display larger than 8 ft wide will be required to modify or dismantle and remove the display from the exhibit hall. Violators are not entitled to a refund of any kind from RMLA or the regional show site. No exhibitor is entitled to more than one table unless purchased. Display height restriction is 8 feet.

3. SET-UP AND DISMANTLE DEADLINES

Each exhibitor shall be responsible for delivery, handling, erection, and dismantling of his/her own displays and materials by the established deadlines.

4. EARLY CLOSING

Exhibits may not be closed, dismantled, or partially dismantled prior to the closing of the show.

5. BOOTH SHARING

Only members in good standing may participate in the shows. Exhibitors agree to not sublet or apportion to anyone else the space for which they have contracted.

6. CONDUCT

Ethical and dignified conduct is expected of all exhibitors. Exhibitors are responsible for the conduct of their representatives and employees including service personnel and others hired as contractible employees at the RMLA shows.

7. AISLE CONGESTION

No exhibit may be operated in such a way as to block an aisle or otherwise interfere with another exhibitor's booth.

8. SOLICITING

The soliciting of business in the aisles and public areas by exhibitors, their representatives, and/or salesmen is prohibited.

9. PRIVACY

Without specific invitation, no exhibitor, exhibitor's representative, or guest may enter the exhibit area of another exhibitor.

10. ON-SITE CONTRACTS AND PAYMENTS TO EXHIBIT

Contracts and payments to exhibit or attend shall be accepted at the trade show only on a space-available basis and only after preregistered exhibitors are set up. Pre-registered exhibitors must have their exhibit set up by the established deadline. If an exhibitor/representative has not contacted RMLA by the deadline and if the exhibit space is not set up in time, the exhibitor will be considered a "no show." RMLA reserves the right to sell the exhibit space to the next exhibitor on its waiting list and no refunds will be made to the preregistered exhibitor.

11. CERTIFICATE OF INSURANCE

Exhibitors must name Rocky Mountain Lift Association and the host hotel show site as additional insured on their policy with minimum coverage as follows: Comprehensive General Liability (including applicable, umbrella liability coverage), including broad form contractible liability coverage, personal injury, completed operations, and broad form property damage. Limits of liability shall be a combined single limit of liability of \$1 million per occurrence. Workers' Compensation Coverage--Statutory Benefits, including \$100,000 employers liability coverage, with a policy provision containing the "All states endorsement".

12. HOLD HARMLESS AND INDEMNIFICATION

Rocky Mountain Lift Association and the host hotel, its owners, authorized representatives, employees, or agents, as well as any affiliated hotels, inns, or ski products or service companies shall not be responsible for any injuries which may arise to the exhibitor, authorized representatives, employees, agents, guests, or invitees during the course of the trade show or while participating in any activities including skiing. The exhibitor agrees to indemnify and hold harmless Rocky Mountain Lift Association and host hotel, its owners, authorized representatives, employees, or agents, as well as any affiliated hotels or inns from injury or loss caused to any authorized representative, employee, agent, or guest of the exhibitor during the trade show and in connection with any activities regardless of the nature or cause. In addition, the exhibitor, authorized representatives, employees, or agents agree to indemnify and hold harmless RMLA, the host hotel, affiliated hotels, and inns from injury to any person or property resulting from action or inaction on the part of the exhibitor, its authorized representatives, employees, or agents. This relates to any and all activities carried on by the exhibitor, its authorized representatives, employees, and agents during the course of the trade show.

13. ACTS OF GOD

When an "Act of God" or any other cause not within the control of RMLA makes it impossible to permit the exhibitor to occupy the premises or to demonstrate his/her equipment, then in such cases, RMLA and the host hotel, its owners, officers, agents, and employees are jointly released from any and all claims for damages which may arise.

14. CODES, LAWS, ORDINANCES AND REGULATIONS

All pertinent fire codes, laws, ordinances, and regulations pertaining to health fire prevention and public safety shall be strictly obeyed. Nothing shall be nailed, stapled, taped, or otherwise affixed to walls, floors, or any part of the exhibition rooms. All necessary measures for protection of the buildings, equipment, and furniture shall be at the expense of the exhibitor.

15. LAWS, ORDINANCES, RULES, AND REGULATIONS OF JURISDICTION

Each exhibitor warrants that he/she will comply with all applicable law, s, ordinances, rules, and regulations having jurisdiction over the exhibit. The exhibitor is responsible for his/her own safety program in compliance with applicable OSHA regulations.

16. COMMUNICATION

All complaints on the part of exhibitors and requests for trade show information and assistance should be directed to the RMLA Trade Show office rather than the management of the host hotel.

Exhibit-Rules & Regs



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RMLA Sponsor Form

Date: _____

Sponsor: _____

Contact: _____

Billing Address: _____

Phone: () _____

Fax: () _____

E-mail: _____

Event Sponsored: _____

Remarks: _____

Amount: \$ _____

RMLA Contact: _____



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Sponsor Program

Gold Sponsor

\$ 2,500 each

- Gold 1:** RMLA Mug – Mug will have the RMLA logo/conference year and the sponsor logo or other artwork. Mug style to be determined.
- Gold 2:** RMLA Hat – Hat will have the RMLA logo/conference year and the sponsor logo or other artwork stitched onto the hat. Hat style to be determined.
- Gold 3:** Convention Binder – Sponsors name and Logo will be featured on the front artwork. Back of the binder is available for sponsor insert.
- Gold 4:** Trade Show Beer and food – Sponsor's name will be featured at each serving location.

In addition:

- ◆ Free trade show booth in a prime location.
- ◆ Your printed promo piece (up to 4 page handout, 3-hole punched, stapled, 8 ½ x 11,) inserted in the convention binder.
- ◆ Sponsors will be recognized in any RMLA newsletters and in the Convention Binder for their participation in the sponsor program.

Silver Sponsor

\$ 1,000 each

- Silver 1:** Registration Badge Holder
- Silver 2:** Monday evening Registration Reception

In addition:

- ◆ Sponsor will have prominent banner location for their company's banner at selected event.
- ◆ Your printed promo piece (up to 2 page hand-out, 3-hole punched, stapled, 8 ½ x 11,) inserted in the convention binder.
- ◆ Sponsors will be recognized in any RMLA newsletters and in the Convention Binder for their participation in the sponsor program.

Bronze Sponsor

\$ 500 each

Bronze 1: Coffee Breaks – Monday morning and afternoon. Sponsor name and logo will be displayed at each service station.

Bronze 2: Coffee Breaks – Tuesday morning and Wednesday morning. Sponsor name and logo will be displayed at each service station.

In addition:

- ◆ Sponsors will be recognized in any RMLA newsletters and in the Convention Binder for their participation in the sponsor program.

RMLA is always open to suggestions for sponsorship ideas (books, tools, scholarships, etc.).

If you have any ideas or questions please feel free to contact us. Also visit our website at www.rmla.org.

Sid Roslund
RMLA Liaison
(720) 963-4210
sidr@nsaa.org