

8th Annual Woodinville Women's Show

Vendor Application & Contract for Show Space

Saturday, November 7, 2015 • 10am-2pm*

Venue: Carol Edwards Center: 17401 133rd Ave NE, Woodinville

www.WoodinvilleWomensShow.com

RETURN FORM TO FAX: 425-486-7593 (Updated 03-06-15)

Or mail: Woodinville Women's Show, PO Box 587, Woodinville WA 98072

Your Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Cell: _____
Website Address: _____ E-mail: _____

PLEASE LIST THE PRODUCTS AND/OR SERVICES YOU WISH TO EXHIBIT: **SINCE NO DUPLICATE DIRECT SALES PRODUCTS ARE ALLOWED – PLEASE BE SPECIFIC IF YOU ARE DIRECT SALES BUSINESS.**

Do you require power? Yes No Space is limited. Shared outlets.

Vendor must bring a power strip and short extension cord.

Will you be demonstrating in your exhibit? Yes No If yes, please describe demonstration

SPONSOR / VENDOR LEVELS (check one) *Please see cancellation policy on page 2.

PRICES INCREASE \$25 EACH LEVEL AFTER SEPTEMBER 1 – REGISTER EARLY!

- \$700 Main Sponsor (3 total avail):** includes two 6' tables, 4 chairs and two white table cover; logo prominently displayed on all marketing materials; logo on web site; regular mentions at the event; preferred placement at show.
- \$400 Show Sponsor (10 total avail):** includes one 6' table, two chairs and one white table cover logo prominently displayed on all marketing materials; logo on web site; regular mentions at the event; preferred placement at show.
- \$200 MADRONA ROOM Vendor (limited to 10):** includes one 6' table, two chairs and one white table cover
- \$150 GYM/EVERGREEN Vendor :** includes one 6' table, two chairs and one white table cover
- \$100 Vendor Level 3: NON-PROFIT ,** includes one 6' table, two chairs and one white table cover
- \$50 Goodie Bag Only Vendor:** no participation at event

Extra Add-On Items (call for other options). Note: advertising goes to our 18,000 circulation

- \$125 Program advertisement – Full color business card size
- \$300 Program advertisement – Full color eighth page
- \$500 Program advertisement – Full color quarter page

All sponsors and vendors are eligible to supply 100 items for the Goodie Bags. Items are due by October 30, 2015. Items must fit in 8-1/2" x 11" size bag.



The Woodinville Weekly | The Northlake News | The Valley View
13400 NE 175th St, Ste C | P.O. Box 587 | Woodinville, WA 98072
p. 425.483.0606 | f. 425.486.7593 | www.nwnnews.com

- Enclosed is my check for 100% of above cost. Make check payable to: The Woodinville Weekly, PO Box 587 Woodinville, WA 98072
- Paid via PayPal on web site: www.WoodinvilleWomensShow.com
- Please bill my Visa MasterCard Discover for 100% of above cost.

Name as it appears on card, including

Company/Business name _____

Card Number _____

Billing Address: _____

Exp. Date: ____/____/____ 3 digit CVV# _____

**APPLICATION IS SUBJECT TO APPROVAL BY SHOW MANAGEMENT.
IF ACCEPTED, I AGREE TO ABIDE BY SHOW RULES, REGULATIONS, AND POLICIES**

Applicant's Signature: _____ Date: _____

EXHIBIT SPACE RESERVATIONS ARE SUBJECT TO ACCEPTANCE OF THIS APPLICATION BY SHOW MANAGEMENT.

CANCELLATION POLICY*

All cancellations must be in writing. Sponsorships are non-refundable. Standard Vendor Cancellations received two months prior to the show date will be refunded full amount received, less a \$25 cancellation fee. Cancellations received one month prior to the show date will be refunded 50%. Cancellations received during the three weeks immediately prior to the show will receive no refund. Exceptions are cancellations that occur within 48 hours of space request and confirmation. Space reserved and cancelled within a 48-hour period will receive full refund of monies received. Failure to setup by specified set-up deadline will result in forfeiture of exhibit space and all monies paid to date.

INSURANCE REQUIREMENTS

Participating companies doing demonstrations are required to provide an insurance certificate covering liability for exhibit contents, personnel and show guests within the exhibit space. The certificate should list The Woodinville Weekly as the additional insured.

SPACE ASSIGNMENTS

Whenever possible, space assignment will be made by Show Management in keeping with the desires of the exhibitor. However final determination of space assignment is reserved by Show Management and assignments may be made or changed anytime in the best interest of the show as determined by Show Management.

GENERAL SPACE RENTAL INCLUDES (unless otherwise specified):

Space estimated dimensions: 6-7' wide by 7' deep. 6' table, 2 chairs, One table cover, One standard company sign (you may use your own signage), Exhibitor Admission Tickets. Exhibitors will be charged \$75 each for table & linen not returned/not left at show.

BASIC EXHIBIT REQUIREMENTS:

- Banners must be approved by Show Management.
- Exhibit and exhibit materials must fit within space assigned
- Exhibitors are responsible for their own décor and marketing materials
- Facility does not allow any open flames
- No items are to be taped to walls unless removable painters tape is use
- Damages will be billed to the exhibitor

