

VENDOR BOOTH FORM

Vendor Information:

Company/Organization Name	
Contact Name	
Type of Product or Service Offered	
Phone Number	Primary: (____) _____ Secondary: (____) _____
Email Address	
Website	
Name(s) of personnel operating booth: <i>(Your guest must register with our registration team once they arrive.)</i>	1. _____ 2. _____ 3. _____ 4. _____
Will you be doing raffles or giveaways at your individual vendor space? If so, specify item and how many.	

VENDOR SPECIAL FOR A LIMITED TIME ONLY

All Vendor Space Non-Refundable

EVENT DATE: OCTOBER 19, 2013 |

Hurst Conference Center, Hurst Tx

Vendor Packages

(Select Package Option with an "X")

- ___ \$95 New Vendors (Early Bird Special)
- ___ \$180 Double Booth Space
- ___ \$65 Electrical Outlets (At Venue Cost)

Vendor Sponsorship Opportunities

- Logo listed and linked on all event website and media/partner websites
- Leader board banner ad listed on website (Banner Ad Value \$ 400)
- Email Blast to over 37,000 local email subscribers promoting event (2) 1/4 Page Color Ad in Souvenir Journal
- Premium Vendor Space
- Free Goody Bag Inserts included

All Vendor Booths Include:

- One 6' table per booth
- Two (2) chairs per booth
- Free Table covering and Free skirting is included! **ONLY BLACK** table coverings provided.
- Set Up Time: 1:30pm-5:00pm Pre-Show to General Public: 5:30pm- 7:00pm
- Event Start Time: 7:30pm
- Free Vendor Parking with Elevator access
- Free Goody Bag Insert

___ Total Cost \$250.00 - Register Online

\$185 Exclusive Showcase Partner (Details concerning your business/ product will be exclusively featured during the PRE- SHOW Reception and Dinner Gala segment. Standard vendor package registration is included as an Exclusive showcase partner.

Advertisement Partner:

Your Web Site will be listed & linked to IBleedPink.org and all partner media websites for (**90 days**)

Advertise with us (Reach over 37,000 women in our database)

\$125 Online Display Advertising- includes ad design by our Graphics Design Team

\$65 E-Blast Campaign per blast (ad design submitted by you)| additional e-blast \$50 per blast

Acceptable digital formats pdf, jpeg only high resolution- **NO CELL PHONE PICTURES**

Donation Partner:

Donate products or items as a giveaway to promote your business. Items will be given away to P guest during intermission. Your business name will be announced as the donor of the item.

Free with the donation of a product

FAX VENDOR FORMS TO: ATTENTION VENDOR TEAM

FAX: 817.652.1915

EMAIL VENDOR FORMS TO:

info@celebrationofhopegala.com

Authorized Signature _____ Date: _____

Please make all checks payable to Bee Empowered Inc. (Our Non-Profit Agency)

BEE Empowered Inc.-Tax ID. # 45-5033374

Total Amount Enclosed:	<ul style="list-style-type: none"> • Total Amount Enclosed: \$ _____ • Method of Payment: Checks Payable to Bee Empowered Inc. <input type="checkbox"/> Check Number NSF Fee of \$35 for returned checks <input type="checkbox"/> Money Order <input type="checkbox"/> Pay Pal Online Payment
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VENDOR BOOTH FORM

Vendor Guidelines:

Dear Vendor:

We would like to “**Thank You**” for being apart of our event, we are excited about all of your wonderful products and services that you will offer our attending audience.

Please know that we are here to help and assist you, so that you are vending experience is stress-free. In the meantime, here are just a few things to keep in mind.

- **You must set up 40 minutes BEFORE our event starts.** You will be greeted by our Exhibit Manager Sherrie Cain and a member of our volunteer team to assist you with hospitality accommodations.
- All vendor guests that will be attending Celebration of Hope Gala **must register** at the time of their arrival.
- Vendors will be responsible for arranging their booth neatly and professionally. At the end of the event, please pack up all products and items used during the event and leave your space clean.
- **Please keep voices down during the event** as to not create a distraction in the main event Gallery.
- If you need electrical or additional outlet/s **please purchase and specify before the event and advise on your vendor forms**, so that we are able to accommodate you in a timely fashion.
- Electrical outlets will be available. Please note on registration form if an electrical outlet is needed to ensure that one will be available for your convenience. However, we **cannot** guarantee access to phone jacks, satellite, wireless connections, etc.
- If you would like to do raffles or giveaways from your table please advise/specify on your vendor form so that our Team can announce and coordinate beforehand.
- **GOODY BAG INSERTS are DUE at payment deadlines.** Please mail items to the address below or make arrangements with our Exhibit Manager to drop off. Please provide at least 400 items to be inserted into the guest goodie bags.
- Any special directives or concerns need to be advised and addressed before the event to the Exhibit Manager or volunteer team.
- If you are sharing a table with another business please list both businesses on the registration form. **Only one table will be provided unless you select the “double booth” vendor package option.**

If you have questions, please refer to the guidelines above or contact us at info@celebrationofhopegala.com

Thank you in advance for Participating in our Signature Event!

This event is managed By Bee Empowered Incorporated