

# 4<sup>th</sup> Annual Woodinville Women's Show

## Vendor Application & Contract for Show Space

Saturday, November 5, 2011 • 10am-3pm

Carol Edwards Center

[www.WoodinvilleWomensShow.com](http://www.WoodinvilleWomensShow.com)

**FAX: 425-486-7593**

(Updated 06-30-11)

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be demonstrating in your exhibit? Yes  No

If yes, please describe demonstration

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPONSOR / VENDOR LEVELS (check one)

- \$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.
- \$150 Vendor Level 1:** 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):

- \$125 Program ad – Full color business card size
- \$375 Program ad – Full color eighth page
- \$750 Program ad – Full color quarter page

All sponsors and vendors are eligible to supply 100 items for the Goodie Bags. Items are due by October 15, 2011. Items must fit in 8-1/2" x 11" size bag.

\*Please see cancellation policy.



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](http://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](http://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. 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 two 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 EXHIBIT 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

**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

