

“Women’s Expo 2010”

Rogersville Women in Business

Saturday April 24th 10AM to 4PM

“Our Mission is to empower Rogersville business women with confident business building skills, networking, finding resources and community development”

Vendor Kit

Rogersville Women in Business are thrilled to bring this Women’s Expo to Rogersville Missouri. We thank you in advance for your interest in being a vendor at this event and look forward to networking with you and helping to promote your business.

- We will do everything we can to make your experience a positive one so you will enthusiastically tell your customers and that you will continue coming back to future events. We have a limited number of booth spaces, and they will be assigned on a first-come-first-serve basis. ***YOU WANT TO BE A PART OF THE EXCITEMENT THAT SURROUNDS THE EXPO EXPERIENCE!***

Inside this Vendor Kit you will find all the information you need for the Rogersville Women In Business Women’s Expo. This kit allows you to easily register for this event. If you have questions please contact Gwen Mangelson at: **417-753-2360**. (Feel free to leave a message) or email: gwen@rogersvillewib.com

Why be a vendor at RWIB Women’s Expo?

Because...

- It's a perfect venue to target the women who buy what you sell!
- The Expo will be located in the Logan Rogersville High school on hwy 60 and hwy 125 Rogersville Mo. Professional signs will advertise location. This is an excellent facility with plenty of room, lighting and easy parking
- Advertising in news papers, billboards, flyers, the web, radio and posters.
- Our FREE demonstration area gives you, your products and designs more visibility to potential customers at the event!
- Affordable booth fees allow you to make great profits plus contacts!
- Show off hot new products, cutting edge designs, and fabulous services to new customers!
- Network with other businesses to see how you can partner and build profitable relationships!
- You'll have fun, make new friends and showcase your business to the public. What better way to make potential customers aware of your business?
- The theme provides a fun & friendly atmosphere conducive to meeting new customers!
- Classes provided by vendors & business professionals will be going on throughout the day
- Various entertainment and speakers will be on the main stage in the school auditorium.

Come and share your products and expertise to help us deliver the ultimate Women’s Expo experience!

Each vendor receives:

- FREE advertising in our promotional materials – the earlier you register, the more exposure you receive!
- One FREE opportunity to address the attendees during the day. You can announce promotions, new products, or just introduce yourself.
- FREE participation in demonstrations, classes and entertainment

Each booth includes:

- Booths will measure approximately 10'x10' OR 5'x 8' All booths will be assigned on a first-come-first-serve basis.
- Bring Your Own Table and Chairs, unless you specify and pay extra on the form below.
- Limited electricity. (All electrical needs must be approved by the event coordinator. Please note on your registration form your electrical requirements.)
- Please provide your own booth set up, (table cloth that goes to the floor, ext cords, chairs etc)
- Please donate at least 1 item for our door prize drawings, this should include your business card so that your business is promoted.

Classes, demonstrations etc...

- You are welcome to give classes, demonstrations, makeovers, chair massages etc in your booth. We will have rooms set up on a schedule for demonstrations, classes, lectures etc. Please add to your form the time of day and what your class or demo is to be included on the classroom schedule.
- Your class time may change slightly to accommodate everyone. A program will be given to each attendee at the door and 1 in your vendor check-in packet.

Schedule of Events:**Friday**

6 PM until 8:30 PM Vendor Move-In Doors will close at 9 pm Friday night.

Saturday

7:30 AM Doors open for Vendors

9:00 AM Meeting for Volunteers

10:00 AM Doors open to the public

10:30 AM Welcome and Recognition of Donors and Vendors

12:00-1:30 PM Lunch available on site Catered by (TBA)

4:10 PM Vendors may move out and must have their space clean before they leave.

*****NO** booths may be taken down or removed before the 4pm deadline. We are advertising to be open until this time and we do not want to disappoint the very customers we are trying to reach.

Watch your website for more details: www.RogersvilleWIB.com

RWIB Women's Expo Vendor Booth Reservation & Payment Contract

Deadline for registration is: March 27, 2010.

Contact Name/Title _____

Work Phone, Home Phone, Cell Phone _____

Vendor Name/Store Name _____

Address, City, State, Zip _____

Email Address & Web Site _____

Electrical needs? Yes _____ No _____

Vendor Booth Rental Fee

_____ 10'x10' Booth \$60 + 1 donated door prizes

_____ \$15 per table Table Rental

_____ **TOTAL ENCLOSED**

Booths are limited, register early.

Booth Reservation Request – Booths are filled on a first-come-first-serve basis. Booth space will not be assigned until a contract is signed and returned with the appropriate fees. We will do all we can to accommodate your booth requests, but cannot guarantee placement. **Booth space cannot be held without payment.**

Payment Information – Please circle the payment method you prefer.

Check MoneyOrder **Make Checks payable to Rogersville Women In Business**

Please send payment to:

RWIB c/o Gwen Mangelson 323 Autumn Circle Rogersville, MO 65742 417-753-2360

By signing this contract, I agree to abide by the conditions outlined in this Vendor Kit.

Print: Name _____

Date _____

Signature: *(required)*

____ Yes! I will be providing a free class demonstration or lecture no longer than 20 minutes in length. (Please add name/description of your presentation so that we may put it on our schedule signs and program.)

RWIB Women's Expo

Requirements & Conditions

What We Ask of Everyone – RWIB is a Not for profit organization and a higher standard is not just a motto for us. It is an integral part of who we are. As a vendor, you agree to operate your booth and business in an honorable manner and with the highest integrity.

Eligibility – RWIB reserves the right to determine eligibility of any applicant for inclusion in our event. RWIB will determine, in it's sole discretion, the eligibility of any company or product for inclusion in the event.

Payments & Refunds – All contracts must be accompanied by full payments or booths may be reassigned. Any vendor who must cancel must do so *no later than 30 days before* the scheduled event to receive a refund. Cancellations after 30 days prior to the event place a hardship on the volunteer organizers to find replacements for the rented booth space. Because of this, vendors who cancel after 30 days prior to the event, are asked to consider their booth fee a donation to the non profit organization unless a replacement vendor is booked before the event. In that case, a refund will gladly be given.

Booth Assignments & Locations – Booth assignments will be made on a first pay basis. RWIB and/or the event coordinators reserve the right to make the final booth assignment or to change the booth assignments should it be necessary. RWIB and/or the event coordinators reserve the right to change the floor plan and move vendors if deemed necessary in the best interest of the event.

Subletting of Booth – Vendors may display only merchandise regularly sold by the company whose name is on the contract. Vendors may NOT share or sublet a space or any part of a space to anyone else of a different company or business entity.

Risk of Loss – RWIB and the Logan Rogersville School district are in no way responsible or liable for loss or damage to exhibits or Vendor property. All property of the vendor is to remain under the control of the vendor at all times. Vendors are advised to carry insurance to cover against liability or loss and damage to exhibits. Vendors should not leave their merchandise unattended at any time before, during, or after the Expo hours.

Booth Exhibits – All booth arrangements must conform to the dimensions of the booth rented. No exhibit may interfere with other vendors or restrict access to them, or interfere with the free aisle space by any audio, video, sensory, or physical means. All merchandise, tables, chairs, displays, etc., must remain within the booth. All signs must be inside the booth area. Displays must be free standing and adequate to support vendor's samples and merchandise. No displays may lean or rest against an adjacent booth. Vendors may display only in the booth allocated to them. Other areas of the school may not be used. Displays must be set up and ready by opening hour of the event.

Due to pre paid advertising: Please do not dismantle booths until the time of closing.

Any merchandise left behind will be considered abandoned if the owner cannot be identified and contacted.

Demonstrations, lectures, entertainment: You are not required to provide any of the above mentioned, but we strongly encourage you to do so. This will enhance and advertise your business and services to our target audience. We are here to promote businesses that cater to the needs of women and what better way to have your business showcased!.

Music – Music suitable for the theme of the event will be provided by RWIB. We ask that vendors not play music within their booth space.

Taxes – Vendors are solely responsible for obeying state, local and all applicable tax laws. Vendors are solely responsible for collecting and reporting all applicable taxes.