



Celebrating Women 2020: *Inspiring ALL Women!* *A Community Give Back Event **

VENDOR POLICIES

Please retain this form for your information!

Date: Tuesday, November 17, 2020; 11 am – 4 pm Location: DoubleTree Hotel, Binghamton NY

Promote your business while making connections and enjoying the day!

Vendor space limited - Early registration encouraged!

Showcase & Vending Regulations:

1. Vendors are allowed to sell during the Business Showcase.
 2. Payment and a completed registration form are required to secure your vendor space.
 3. To have a diversified trade show, only 3 businesses including 1 franchise per industry will be permitted at the event. This does not apply to sponsors, and exceptions may be made to ensure the success of the event.
 4. The purchase of a vendor table includes full admission to the event including lunch (\$49 value) by the purchaser of this vendor space (the person named on your registration form*).
- * If someone other than the purchaser of this vendor table will be utilizing the admission to the full conference, you will be asked to provide that name on the registration form.
- ** A vendor can have up to 2 assistants to help staff their table – reduced admission/event fees are \$44 per person and assistants' names and meal choices must be submitted at time of this registration.
5. If you register for a half-table (4 feet), there will be no guarantees with whom you will share a table.
 6. Individuals who buy a full table cannot share it with another business unless both businesses are owned by the same person.
 7. All tables will be draped and skirted in white with 2 chairs and are included with your registration fee.
 8. Tables with wall space for high-backed displays and hanging banners are limited. Priority is given to requests from Sponsors. Thereafter, requests are available on a first come, first serve basis.
 9. If you have a wall banner to be hung, please arrive early and give your banner and table number to the banquet manager. Hotel personnel will hang your banner. Because of the high ceilings, banners can only be hung on the walls. Standing banners are also allowed.
 10. There is no additional charge for electrical access, but you **MUST** bring your own electrical cords and request electrical access on your registration form. Hotel personnel will tape down electrical cords where needed.

(over)

11. Vendors will be permitted to set up displays from 8 am-10:15 am on Tuesday, November 17, 2020. Hotel staff will be available to hang banners during that time only.
12. Vendors are required to be set up by 10:15 am. Judge how much time you need to set up and arrive accordingly. Please remain set up until 4 pm - NO early tear down.
13. In keeping with the quality of the event, the vending area will be closed during lunch, the presentation, the fashion show and the announcement of door prizes/ raffle prizes.
14. Door prizes are encouraged and add to the fun of the event. ONLY Sponsor door prizes will be announced at the podium. All vendors are responsible for contacting winners and arranging for distribution of door prizes on your own.
15. Attendees LOVE giveaways, so please consider offering promotional items at your table. Complimentary tote bags will be provided near the coat room.
16. No refunds will be given after October 15, 2020.
17. Vendors are *required* to have a current NYS Sales Tax Certificate (if applicable).
18. Vendors are responsible for their own insurance.
19. Conference organizers, sponsors and the DoubleTree Hotel will not be held responsible for any lost or damaged goods.

**To confirm your vendor registration,
please complete a Vendor Registration Form.**

**Forms can also be found online at
www.CelebratingAllWomen.com**

**Questions? Please contact Ginny Robert,
ginnyrobert45@gmail.com, or text/ call (607) 341-3763**

*So glad to have you join us
for this great afternoon of food, fun, shopping,
inspiration and networking!*



Celebrating Women 2020: *Inspiring ALL Women!*
 Tuesday, November 17, 2020; 11 am – 4 pm

VENDOR REGISTRATION FORM

Company Name: _____

Your name _____

E-mail: _____ Phone: _____

Description of Business: _____

If you will be selling items, please list items: _____

Please circle your selections:

Full table (8-foot) \$175 OR Half table (4-foot) \$125
 Tables include 1 Event/Lunch ticket ~Please list name of people attending/staffing table & meal choices

Name: _____ / Phone # _____ *included
 Email: _____ Meal Choice: _____ with table

Up to 2 additional assistants are able to attend at a reduced rate of \$44 per person, please add below:

Name: _____ / Phone # _____
 Email: _____ Meal Choice: _____ \$ 44

Name: _____ / Phone # _____
 Email: _____ Meal Choice: _____ \$ 44

Meal choices:

- ____ Chicken Piccata
- ____ Sole Florentine (with lobster meat)
- ____ Grilled vegetable crostata (tart) in flaky crust

**All entrees can be made
 gluten-free upon request**

Will you need a table? Yes or No * Skirted tables and 2 chairs are included

Do you have a high-backed display? Yes or No

Do you require electricity? Yes or No * If yes – you are REQUIRED to bring your own extension cords and must have hotel staff tape and secure your cord

Vendor's Signature: _____ Date: _____

(By signing, I agree that the completed registration form is a contract committing my company to vending space at the 2020 Celebrating Women Event and that I have authorization to make said commitment. I & my Company also agree to the terms on the policy form.)

Please see the back of this form for payment and mailing information.

**To confirm your vendor registration,
please complete the Vendor Registration Form
and return it with your check payable to Business Plans That Rock:**

BPTR, 233 Woodgate Lane, Vestal, NY 13850

**Questions? Please contact Ginny Robert,
ginnyrobert45@gmail.com, or text/ call (607) 341-3763**

*So glad to have you join us
for this great afternoon of food, fun, shopping,
inspiration and networking!*

Thank you!



*A Community Give Back Event **

www.CelebratingAllWomen.com

Individuals, businesses and organizations will be selling raffle tickets for \$10, with 50% of all proceeds going to local charities.

If you'd like to donate a raffle prize or sell raffle tickets to **BENEFIT THE CHARITY OF YOUR CHOICE**, please contact Ginny (See contact information above.)