



defining:Women Network
“Support Your Sisters in Business”

Holiday Shopping Boutique
Saturday December 3, 2011
10:00am-2:00pm
Lakeside Center
2620 Regatta Drive
Las Vegas, NV 89128

We invite you to participate in this Annual Event!
Please find all the information needed to secure your participation below.

Vendor Info: We will be open for set up at 8am; we highly suggest that your table be completely set up by 9am. Each spot will be labeled with the vendor’s business. At 9:15am we will have a quick vendor pep up.

Please bring a table, table linen long enough to cover your table and reach the floor. For an additional \$15 we can supply a table and linen for you. (see exhibit details)

Keep your area clean and tidy; remember you are your business card. All personal & extra business items need to be tucked away & unseen. (not falling from out from under the table)

You may offer a discount for the guests as an incentive to buy.

We will be doing raffles throughout the day; you may also want to do a drawing at your table in order to collect information from our shoppers for future use.

There will be a special lunch menu for the Shopping Boutique Vendors and Guests at a local restaurant.

Exhibit Details:

Tables & Table Linens – Tablecloths and skirting are provided for an additional fee of \$15 per table.

Equipment – Use of 2 chairs and a 6’-8’ space.

Electricity – If you need power please let us know so we can properly set our table placement. You will need to supply your own extension cord and/or surge protector. Please bring duct tape to secure extension cord for guests safety.

Raffle Prize – Each vendor is obligated to supply a raffle prize of \$20 Retail value. You may do a gift certificate for your business, however, the prize cannot be tied to a required purchase.

Contacts – Each vendor is obligated to supply 10-20 contacts so we may add them to our email blast. Vendors are also asked to advertise, send out the flyer, post the flyer, etc. The more we advertise as individuals/groups the more guests we will have in attendance. Imagine if each vendor both just 10 guests in, that would be an event with 400-500 guests in attendance. How would this change your business this holiday season.

I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE POLICIES: _____

Contact's Name:

Contact's Email:

1. _____
2. _____
3. _____
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18. _____
19. _____
20. _____



defining:Women Network

Special Event Contract

The defining:Women Network does not assume any responsibility for the loss or damage of merchandise or articles left on property at any time. The defining:Women Network is also not responsible for any damage or theft incurred to the guests' property while on premises.

The defining:Women Network shall not be liable for its failure to perform this contract if such failure is due to, but not limited to fire, flood, earthquake, foul weather, or any emergency condition.

A \$50 fee and signed contract is due by November 26, 2011 to secure table. No refunds will be given. If you are unable to attend you may send someone on your behalf to work your table however you are solely responsible for your booth. Vendors are responsible for their own booth liability insurance and guest invitations.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS:

Signature **Date of payment**

Print name **Receipt of Fee**

Contact Name _____ Business Name _____

Business Phone # _____ Email _____ Website _____

Emergency name & number _____

Product Description _____

\$20 Raffle Prize _____

Table & Linen Needed: Yes _____ No _____

Power Needed: Yes _____ No _____

_____ \$50 – Exhibitor Space – to include 2 chairs

_____ \$15 – Table and linen

_____ **Total amount due**

Please include all payment information below. Please call defining:WOMEN Network Event Coordinator, Angela Dyer at 702-327-0670 or fax completed contract to 877.379.6121, to turn in signed contract, contact form, payment form, and c/c authorization.

CREDIT CARD AUTHORIZATION FORM

defining:Women Network
Support Your Sisters in Business ~ Holiday Shopping Boutique
Saturday December 3, 2011
10:00am-2:00pm

Contact Name: _____

Business Name: _____

Phone Number _____ Fax Number _____

PAYMENT:

Total amount due: _____ Date Paid: _____

CREDIT CARD AUTHORIZATION AGREEMENT:

I, _____, do hereby authorize the BizPack Networks, DBA as defining:Women Network to charge my credit card for the amount listed above on the date indicated. In the event that I cancel my reservation in writing, I forfeit all paid deposits. I hereby confirm my credit card information, as indicated below, to be correct.

Card Type: VISA Mastercard Discover (Amex can be invoiced via PayPal)

Credit Card Number: _____ Exp: _____

Name on Card: _____ CVV _____ Zip code: _____

Card Holder's Signature: _____ Date: _____

Additional Details!

defining:Women Network Support Your Sisters in Business~Holiday Shopping Boutique

Goodie Bags: The first 100 guests/families at the event will be receiving a goodie bag. The bags will contain coupons, literature, and small items. I would suggest a coupon to your store/business. These items need to be turned in no later than Thursday December 1st.

Entrance: Families who bring donation items for Helping Hands of Las Vegas will get in free; families without donations will pay \$5 and with that \$5 they will get to pick a \$5 coupon from participating vendors.

Coupons: We will be giving out \$5 coupons at the door to guests who pay \$5; the guest will have the choice of what company they would like the coupon for. This can be a purchase necessary coupon – such as \$5 off a \$50 order. If you would like to participate and offer coupons to the guests please let me know. You will need to provide these coupons on December 3rd to the registration table.