



EXHIBITOR / VENDOR APPLICATION

YOUR FULL NAME: _____

FULL NAMES OF PEOPLE WORKING YOUR EXHIBIT:

BUSINESS, ORGANIZATION OR PRODUCT NAME: _____

BUSINESS ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip Code) _____

BUSINESS PHONE: _____ CELL PHONE: _____

YOUR EMAIL ADDRESS: _____

WEBSITE ADDRESS TO BE FEATURED: _____

BUSINESS TAGLINE/SLOGAN (optional):

RETAIL SALES TAX LICENSE NUMBER (if applicable): _____

DESCRIBE PRODUCT OR SERVICE to be featured:

I have read and understood the accompanying Terms and Conditions and agree to comply with them as an Exhibitor / Vendor of Raven Events, LLC.

Signed: _____ Date: _____

Photograph or Scan & Email completed form to raven@ravenevents.com
Please email your BUSINESS/ORGANIZATION LOGO to: raven@ravenevents.com

RAVEN EVENTS, LLC

EXHIBITOR / VENDOR TERMS & CONDITIONS (FOR YOUR RECORDS)

All Exhibitor/Vendors must be willing to comply with our terms and conditions

- Each Exhibitor/Vendor will help to promote the event by forwarding the event details/graphics received from Raven Events to their email list and inviting their social media friends to attend on the event page of Facebook as well as help distribute printed flyers, if available. Cross promotional efforts by all the Exhibitors creates a win-win for everyone involved.
- Exhibitor/Vendor space is approximately a 10 x 10 area in size and the location of your space is on a first come, first serve basis. We do not assign exhibit locations but will decide with you where your space will be located upon your arrival to the venue.
- Each Exhibitor/Vendor will bring with them an attractive display and must supply their own table (unless otherwise specified), linens and if required, lighting and plenty of extension cords. You may bring banners, promotional materials, lap tops, easels, projectors, samples, etc. to present during the event.
- Each Exhibitor/Vendor will arrive at the designated time of set-up or early enough to be ready to receive guests at the start of the event. Set-up time is usually 1 hour prior to the start time of the event.
- Depending on the space limitations of the venue, Raven Events reserves the right to change the size/shape of the space requested by Exhibitor/Vendors in order to make sure there is sufficient space for all participants.
- In order to maintain a wide variety of products and services featured at the event, Raven Events reserves the right to choose the types of products and services exhibited.
- Each Exhibitor/Vendor is responsible for value of the contents in their display and merchandise and agrees to hold Raven Events harmless for any loss or damage to their display or merchandise for any reason.
- An Exhibitor/Vendor may split the fee and share one 10 x 10 space with one other Exhibitor/Vendor. However, both participants must fill out an Exhibitor Application if the companies they represent is different from each other.
- If applicable, Exhibitor/Vendors are allowed to conduct commerce during the event and are responsible for handling their individual sales transactions including the collection and remitting of sales tax. Exhibitor/Vendors keep 100% of their sales. The recommended price points for selling merchandise is between \$10.00 to no more than \$500.
- Distribution of information is only allowed within the confines of your exhibit space. Banners, flyers, posters and other materials promoting your business/organization are NOT to be posted anywhere else at the venue.
- Exhibitor/Vendors are responsible for their own food/beverage purchases at the event but allowed free entry into any event that has an admission fee.
- Exhibitor/Vendors must remain set-up during the event for a minimum of 3 hours.
- Exhibitor/Vendors must be 21 or older to participate unless otherwise specified.
- If an Exhibitor/Vendor cancels their exhibit space after the promotional campaign has begun on their behalf, the Exhibitor/Vendor fee will be forfeited.
- Raven Events cannot and will not predict or guarantee the number of guests that attend nor the amount of revenue gained from the event. However, the promotional campaign expended on behalf of each exhibitor will be completed to the best of our ability with the intention of bringing in as many guests as possible on that day as well as increasing brand recognition and residual business to your business/organization.
- **EXHIBITOR/VENDOR FEE: ONLY \$195** (\$1,500 Marketing Value) per event for all events. **If an Exhibitor/Vendor commits to participating in 3 or more events within a 6 month period, we will lower the fee to \$100 per event.** All major credit cards accepted, VISA, MASTERCARD, DISCOVER & AMERICAN EXPRESS – WE DO NOT ACCEPT CHECKS. This is a pre-paid, non-refundable, flat fee that covers our professional promotional services and the exhibit space, but is based primarily on the preceding weeks efforts involved in marketing your name, product(s) and website prior to the event taking place. In other words, you will be paying for a professional service in addition to having the opportunity to participate as an exhibitor.
- **PAYMENT DEADLINE:** Payment must be received two (2) weeks prior to the date of the event that you are being featured in so that we can include your business information and logo on the promotional materials.