

Party Plan events



2010 Spring Stateline Shopping Expo

Please keep the first two pages of this document and submit page three with your registration payment.

Here are the details:

Date: **Saturday, April 17th, 2010**

Time: **9am - 3 pm** (Set up begins at 7am and everyone should be set up by 8:30)

Where: **South Beloit Inn (formerly the Ramada)– 200 Dearborn Ave (I-90 and Exit 1)
South Beloit, IL 61080**

Spaces: **30 – 40**

****Tables are included but you will need to supply your own table covering!****

Cost: **\$60** for a single space or **\$85** for a double space

- This is the first event for this city/location for Party Plan Events. Spaces are filled on a first come, first served basis.
- Spaces will be assigned when all registrations are received. I will do my best to accommodate special requests, but I will not guarantee them due to the number of participants.
- **Packing up before the designated end time will ensure you do not receive a return invitation.** If there are still customers coming in past 2, you may want to stay later, I have no objection to that, but please ***do not*** start packing up until 2. I personally find it disrespectful to the other vendors as well as to the company you represent.
- **Breakfast & Lunch-** It's **not** part of the registration fee, but this will make things easier so that you don't have to go out in search of vittles. I will have donuts and soda and water there for breakfast. For lunch, we will coordinate something and have it delivered.
- In order to help get people in the doors, please donate an item to be raffled off. There is not a minimum or maximum amount to contribute. If the winner is excited about it, then that is what matters. ☺ If you want to have a raffle at your own table as well, that is up to you.

- **Once you have registered and been confirmed for the event, you are expected to be there.** You are operating as an Independent Consultant for this event. Should something arise that will prevent you from attending, you will either need to find a rep for the same company to take your space or forfeit your registration fee. Acts of Mother Nature are not an excuse. The event will still go on and there will still be bills to be paid. **Please see below, your check or Paypal payment serves as your confirmation for the event.**
- **Only one company per space.** You are more than welcome to bring help to “man” your space and assist you with sales and stocking, but advertising two companies in one space is not allowed. This is way too confusing for the customers.
- Neither Party Plan Events, nor the Ramada are not responsible for lost or stolen items or injuries.
- Kids – We love kids, but please make arrangements for childcare for any kids under age 12 to prevent any issues.
- **Per the Ramada Inn,** we are not allowed to hang anything on the walls or from the ceiling. Any damages to the walls, carpet or hotel property will be billed directly to you and not the coordinator of the event. You may bring additional tables and chairs for your space, but please do not encroach on the space of others. You may want to make sure your display will fit in this space. If your display is large, you may want to consider a double space.
- **Vendor Challenge:** Want to set up for free at the next event? It pays to advertise. Send out as many fliers as possible to friends and family. The person who has the most mentions on the raffle slips at the end of the event will get their set up for free at the next event. *We will only accept one flier per family (in other words, mom, dad, the kids and family dog cannot submit one flier each to count).* Only **one** person can be this lucky.
- **Your check or Paypal receipt is your space confirmation and receipt for the event.** Please make sure that you record it properly for your taxes.

If you have any questions at all regarding the event, please feel free to contact me at 608/931-7095 or via email at s.snow@charter.net

Thank you,

Stacy Snow
1825 W Rugby Road
Janesville, WI 53545



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Registration Form - 04/17/2010

Name:

Address:

Phone:

Name of company and title:

Email:

Web Site:

How long have you been a rep?

Tell me about the company:

Payment Form:

Amount:

Check #:

Date Cashed:

Single or Double Space:

By signing this form, I agree to participate in the Spring Fling/Fall Festival and the rules and regulations listed above.

Signature

Stacy Snow
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www.partyplanevents.com