

# Party Plan events

~ 5<sup>th</sup> annual ~

## 2010 Janesville Spring Fling

Here are the details:

Date: **Saturday, April 10<sup>th</sup>, 2010**

Time: **9am -2 pm** (Set up begins at 7am and everyone should be set up by 8:30)

Where: Pontiac Convention Center, **2809 Pontiac Drive, Janesville, WI 53545**

<http://www.pontiaccc.com/PCC/Home.html>

Spaces: **50-60 \*\*\* Six Foot Tables & chairs are included\*\*\***

Cost: **\$50** for a single space or **\$75** for a double space

See [www.partyplanevents.com](http://www.partyplanevents.com)

- 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 3, 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.
- **Meals** – The PCC will have a concession stand open for lunch. No need to coordinate a lunch this time around.
- 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 is not an excuse. The event will still go on and there will still be bills to be paid.

- **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.
- We are not responsible for lost or stolen items.
- **Per the PCC,** 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 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](mailto:s.snow@charter.net)

Thank you,

Stacy Snow  
1825 W Rugby Road  
Janesville, WI 53545  
[www.partyplanevents.com](http://www.partyplanevents.com)

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## 2010 Janesville Spring Fling

Registration Form - 04/11/2009

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

Receipt Info:

(Please do not fill this in.)

Registration Fee:     \$

Donation:             \$

Total:                 \$

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