



## DASH OF DIVA DAY VENDOR OVERVIEW

*Thank you for your interest in participating in this exciting event!*

**Dash of Diva Day:**

*Ramada Conference Center*

*Thursday, November 2<sup>nd</sup> 5:30pm-8:30pm*

*Free Admission for Guests*

**Set up Times:** 3:00 pm until 5:00 pm

**Clean Up Times:** Booths are to remain active until 8:30 pm

**Co-Sponsors:** Premier Marketing Exposure (Print, Website and Social Media)  
\$500 Each Premier Booth Placement at Event  
Table, Linen, Pipe & Drape as needed (based on placement)  
Ability to offer Interactive Workshop

**Standard Vendor Booth Includes:**

Standard Booth Size 7 ft space

Includes Electricity

\* If you need us to provide a table, there is a \$10 fee (includes table & linen)

\*\* Please know that pipe and drape is only available to those who choose to be premiere vendors

**Free Gift Bags to First 100 Attendees:**

All Vendors are Encouraged to donate to the gift bag! (small token items to promote your business)

**EARLY BIRD REGISTRATION PRIOR TO APRIL 15<sup>TH</sup>, RECEIVE \$25 DISCOUNT.**

**Standard Vendor Booth:** \$125 per business

**Standard Double Booth:** \$249 per business

**Premium Double Booth:** \$299 per business

(Only 10 available at 8 x 20 ft space) Includes electricity, 8 ft table, linen & pipe/drape

**Continued...**

**Branding Your Booth Space:**

We all want our show to appear professional and fabulous

Provide your business branding items such as signage, table clothes, business cards, brochures, etc.

**Help Us Promote the Event:**

We will provide an image that you can promote on your Facebook Page and as an Email Blast to your current customers. And WE will do the same!

**Individual Giveaways Are Encouraged:**

We understand that most vendors like to gather email addresses on their own.

You are welcome to gather leads at your booth station with an individual giveaway.

**Deadline for Applications:**

Applications are accepted on a space available basis.

Final deadline for participation is **Monday, October 30th**.

If you miss the deadline, please call 207-754-4998 or email [michelle@dowmediallc.com](mailto:michelle@dowmediallc.com)

**Refunds & Deposits:**

A 50% non-refundable deposit is required to book any booth. Applicants who have registered, but cannot attend, must email [michelle@dowmediallc.com](mailto:michelle@dowmediallc.com) by **Oct 15<sup>th</sup>** to receive a refund on the refundable portion of their total booth fee. In the event that a participant must cancel after **Oct 15<sup>th</sup>** no booth fee refunds will be issued.



**DASH OF DIVA DAY  
2017 VENDOR  
AGREEMENT &  
REGISTRATION**

CONTACT NAME: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
WEBSITE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
(IMPORTANT! This is how we contact you)

Booth Fee: \_\_\_\_\_ Table Fee: \_\_\_\_\_ TOTAL: \_\_\_\_\_  
Electricity Needed: \_\_\_\_ YES \_\_\_\_ NO

**REGISTER ONLINE TODAY:** <http://dowmediallc.com/dash-of-diva-online-registration/>

OR Email this completed Application to: [michelle@dowmediallc.com](mailto:michelle@dowmediallc.com) or mail to address in footer.

**For Office Use Only \*\*\*\*\***

Date Application Received \_\_\_\_\_ Booth Fee Payment Date: \_\_\_\_\_  
Confirmation Email Sent \_\_\_\_\_ Database Updated: \_\_\_\_\_

By signing below, I agree to comply with the rules and regulations set forth in the exhibitor manual and furthermore agree to pay Dow Media LLC the booth rental fee as indicated above. I understand and agree that should payment for booth not be made in full by the date of the show, that my booth may be sold to another vendor. Furthermore, I agree to pay the booth rental fee regardless of whether I show up for or fail to show up for the show. It is my responsibility to staff, set up and display my products at the show and I shall hold harmless Dow Media LLC for any damages, loss or theft of products or injuries to persons that may arise as related to the show, set up period and breakdown period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2017 Show Dates & Times**  
**Setup** Thursday November 2<sup>nd</sup> 3p-5pm  
**Show Times:** Thursday November 2<sup>nd</sup> 5:30p-8:30pm  
**Breakdown:** Thursday November 2<sup>nd</sup> 8:30pm-10:00pm (no exceptions)  
**Show Venue:** Ramada Inn, 490 Pleasant Street Lewiston, Maine 04240