

DINNER IN WHITE GARDEN PARTY

Welcome Vendors and thank you for joining us in our mission to bring hope and support to the lives of the youth in a place we all call home. The evening experience will bring people from all walks of life together in a festive and joyous atmosphere. Just as the band intrigues our senses so too will the vendors as the guests smell the food and see that one special item they know will make their dress or table extraordinary. Thank you for your contribution to the success of this event.

Kristen Jasinski and Tom Mann

Event Details-

Where will the event take place – Knickerbocker Estate – 2225-23rd Street SW, Naples, FL

When is the event scheduled – Saturday, February 18, 2017

What are the hours of the event – 5:30pm to 9:30pm *Vendor Hours below

What is the guideline for setup and teardown – Vendor's will be expected to have their tables set up by 4:30pm and no teardown will begin before 9:00pm.

What costs will I incur to display at the event? A “booth” is designated space only. Each booth is \$165/space plus elective rental equipment. There will be no walls or dividers. Table and chairs are included with booth rental. Vendors are welcome to bring their own table coverings, specialty display items; shelving, easels, clothing racks, hat racks, signage, etc. so long as it:

1. fits within the confines of your purchased space
2. is sturdy and would not pose a safety hazard to show attendees
3. is self-supporting and does not require attachment to any wall or ceiling.

Can two or more vendors share a table or space? Space/table sharing is strictly prohibited.

Who do I order additional equipment/services through – To place your order for rental equipment, tables, chairs, electricity, lighting, etc. Contact Tom Mann at All Event Party Rental 917-834-4104.

How many vendors do you expect? Space will be provided for the first 10 vendors and will be positioned on the boundary of the venue lawn for maximum exposure and opportunity to engage with guests. Reservations are accepted on a first-come, first-serve basis. In the interest of the event we reserve the right to limit participation from vendors offering similar types of goods or to vendors whose goods seem unsuitable to the event. Handling of any disputes between vendors will be at the sole discretion of show organizers and show organizers reserve the right to ask vendors to leave. Vendor fees are nonrefundable.

Is there electricity available for vendor's use? Vendors needing electricity must indicate so during registration. Vendors are responsible for bringing their own power strips and extension cords. For safety reasons, under no circumstances will we allow power cords to be stretched across walkways as they present a tripping hazard.

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How will parking be arranged for Vendors: Vendors are welcome to unload their vehicles at the front of the Estate and carry merchandise and display equipment to the back of the Estate. Driving to the back of the Estate is prohibited. If large amounts of product and display equipment are required in your setup its recommended you consider bringing/renting the appropriate transportation equipment. Parking is limited so the earlier you can arrive the more efficient the flow of setup will go for all vendors. We will not have staff available to assist in setup. Parking of vendor vehicles will be offsite. Please speak with parking staff the day of the event for directions. Your patience as others complete their drop-off's is appreciated.

How will the show be marketed?

- We will send press releases to local newspapers
- Post listings on Community Event Calendars, Event Website, on local Chamber of Commerce websites
- Posts to all host websites and social media
- Email campaign to over 10,000 Naples businesses, locals, and visitors
- Invitations to Chamber, Rotary Club, and BNI members and friends
- Additional postcards and emails will be made available to all vendors to promote to their clients.
- Local businesses (ie: bank teller locations, grocery store check-outs, dentist offices, etc.)
- Craigslist.com posting will be updated several times a week.
- Meetup.com will promote the event to local markets.
- Eventbrite.com where tickets for the event are being purchased and marketed.
- Directional signs around the Knickerbocker Estate to encourage local foot traffic.

Each vendor must also be an active participant in marketing the show! Post it on your websites, notify your friends and clients, talk about the show on your social media channels, volunteer to hang posters &/or distribute some postcards about the show, etc.

How many attendees are expected – 350+

Will there be a charge for the public to attend? Yes, all guests will pre-purchase a ticket to the event at \$55+ each.

Vendors, feel free to pass the opportunity along the opportunity to fellow vendors.

Contacts	Deb Munger, Knickerbocker Estate	612.802.8008
	Tom Mann at All Event Party Rental	917-834-4104

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This agreement is for rental of vendor space between the Dinner in White Garden Party Charity Benefit Group (hereinafter "DIW") _____ (hereinafter Vendor). Company/Business Name Vendor agrees to utilize/pay booth rental fee for booth space (plus any additional charges that may be incurred on-site—as in electricity, etc) for the purpose of displaying and selling merchandise to the attendees of the "DIN". Booth Provision: 6' table, 2 chairs; (*No table covering will be provided) Acknowledgement and Warranty: Vendor acknowledges and warrants that the individual signing this Agreement for Vendor on its behalf has been duly authorized to do so. Vendor further acknowledges and warrants that he/she is willing to comply with all stipulations of "DIW" Vendor Space Rental Agreement.

Name of Company/Business: _____ Date: _____

Vendor's Signature _____

Printed Name _____

Form of payment: Check: # _____ Eventbrite _____ Credit Card _____

Name on Credit Card: _____ Exp. Date _____ CVV: _____

Billing Address: _____

City/State/Zip: _____ Telephone #: _____

Email: _____

Description of Products/Services to be sold/displayed: _____

Eventbrite.com LINK -

[<https://www.eventbrite.com/e/dinner-in-white-garden-party-to-benefit-charities-for-local-youth-tickets-30359562268>] and select the vendor/exhibitor ticket.

For DIW use only: _____ Application Approved _____ Application Denied Date: _____

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Fee Amount: _____	Form of Payment: _____	Credit Card _____	Check (#: _____)
Booth Assigned _____	Vendor Number _____	Rental Sent Date: _____	

Agreement Terms Vendor will abide by all provisions of the “DIW” Vendor Rules and Regulations. Vendor Qualification: DIW shall have the right to deny Vendor access at the discretion of DIW Staff. All Vendors must furnish a description of products/services to be displayed/sold at the “DIW”. Sales of any products/services that conflict with “DIW” mission will be disallowed.

Use of Space: Vendor may not transfer, sublet or share its booth space with any other entity unless approval is given by “DIW” Staff in writing. Vendor will display and sell its own products and services, which it stocks, ships invoices, or represents in the regular course of its business. Shared booth is not allowed and if Vendor is found to be in violation, this will result in a penalty of immediate eviction without refund; or double payment for shared booth.

Unauthorized Activities: Vendor acknowledges that the “DIW” is designed to be an orderly, controlled event and agrees not to exhibit, sponsor, or hold any activity designed to promote or sell goods or services to event attendees, except as an authorized vendor following assignment of booth space. Vendor will refrain from sponsoring or endorsing any noise-producing activities during the event without prior written consent of DIW Staff. No food is allowed to be sold unless designated catering vendor.

Limitation of Liability: Neither “DIW”, nor Sponsors., nor their respective officers, directors, agents, employees, or affiliates shall be liable to Vendor for any injury, loss, or damage to the person or property of Vendor, its officers, directors, agents, employees, or invitees.

Compliance with Applicable Laws and Indemnifications: Vendor will strictly comply with all laws pertaining to its exhibition at “DIW”, including, but not limited to, laws pertaining to copyrights, trademarks, antitrust, promotions, and giveaways. Vendor will indemnify “DIW” Management and hold “DIW” harmless from any and all liabilities in respect of suits, proceedings, demands, judgments, damages, expenses, and costs (including, without limitation, reasonable attorney’s fees and costs and expenses incurred in the investigation, defense, or settlement of any claims covered by this indemnity) which “DIW” may suffer or incur by reason of participation in “DIW’s” conference by Vendor, its officers, directors, employees, agents or representatives. Vendor shall remain solely responsible for any and all taxes or fees due to the respective governments that may arise from the business transactions during the conference.

Breach of Contract and Violation of Rules and Regulations: Following acceptance and execution of this Agreement by “DIW”, any breach of the resulting contract by Vendor, its officers, directors, agents, or employees may, in “DIW’s” discretion, result in immediate or future loss of Vendor’s exhibiting privilege. Following execution of Vendor agreement by “DIW”, “DIW” will not refund any

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fees paid by vendor for any reason. In no event shall "DIW" be responsible for consequential damages or expenses. Any bankruptcy filing of any kind by Vendor or Vendor's insolvency shall constitute a breach of the Agreement. Either party's waiver of or failure to exercise any right provided for in the Agreement shall not be deemed a waiver of any further or future right hereunder.