

10th Annual Autumn Goddess Retreat Festival

The Freedoms Foundation: Valley Forge, PA 19482

Saturday, September 28, 2019 ~ 10 a.m. to 6 p.m.

www.AutumnGoddessRetreat.com

Booth/Business Name: _____

Primary Contact Name: _____

Address: _____ City: _____ St ____ Zip: _____

Telephone: _____ Cell: _____

Email: _____ Website: _____

Please be sure to read through the entire application, sign and submit to Linda Dieffenbach along with payment for your booth. Early Bird Pricing available through April 30, 2019.

Payments Due no later than 8/31/19. A \$25 late fee applies to any applications received after 8/31/19.

_____ **Sponsor 10x10 Booth @ \$350:** Includes 10x10 vendor booth, featured web listing; promotion on event brochure, & increased social media promotion. Up to 50% of your sponsorship fee goes directly to support DVCCC.

_____ **Sponsor 10x20 Booth @ \$625:** Includes 10x20 vendor booth, featured web listing; promotion on event brochure, & increased social media promotion. Up to 50% of your sponsorship fee goes directly to support DVCCC.

Additional Sponsorship options available at www.autumngoddessretreat.com

_____ **Outdoor 10x10 Vendor Booth @ \$100 (\$115 after 4/30):** Includes outdoor vendor booth and website listing.

_____ **Outdoor 10x20 Vendor Booth @ \$190 (\$220 after 4/30):** Includes outdoor vendor booth and website listing.

_____ **Indoor 5x10 Vendor Booth @ \$80 (\$100 after 4/30):** Includes indoor vendor booth and website listing.

_____ **Indoor 10x10 Vendor Booth @ \$120 (\$135 after 4/30):** Includes indoor vendor booth and website listing.

_____ **Indoor 10x20 Vendor Booth @ \$230 (\$250 after 4/30):** Includes outdoor vendor booth and website listing.

_____ **Electricity \$10** (Limited availability. Check for availability before purchasing.)

Please provide a *brief* description/list the services and products you are offering/selling. Example: (Intuitive Readings; Goddess Clothing and Jewelry; etc.):

\$ _____ : **Total Amount Enclosed (online payment options available on the event website).**

For online payments, please scan and email your contract to Linda@autumngoddessretreat.com (or mail to Wellness in Harmony at PO Box 28, Kimberton PA 19442).

Please submit a jpg image of you, your services/products or your logo to be listed on the AGR website. E-mail to Linda@autumngoddessretreat.com. We cannot guarantee that late submissions (after 8/31) will be added to the website.

2019 Autumn Goddess Retreat Raffle Guidelines

We request each of our vendors to donate a raffle prize as part of the fundraising activities for the event. These benefits both the DVCCC and your business. Here are the guidelines:

- Raffle item recommended minimum \$50 value and must be a tangible item (i.e. no coupons. Gift Certificates for full services are acceptable). The better the prize, the more people coming to your booth, and the more leads you gather.
- Your raffle item will be prominently displayed at your booth along with a container for people to put their tickets
- Volunteers will be selling tickets to participants throughout the day and participants will come to your table to drop their tickets for items that they are interested in. Each ticket will have their name and email address on it. All tickets dropped at your booth are yours to keep and add to your email lists.
- Volunteers will come to your booth between 4:00 and 4:30 to draw the winner. Winners will be announced between 4:30 and 5 pm.
- Participants need not be present to win. If present, they come to your booth to pick up their prize. If they have left, then you contact them directly to arrange for them to pick up the item at your studio/store/office, giving you an additional opportunity to build a connection.
- Please save a copy of the attached form as a receipt for tax purposes.

If you have any questions about the raffles, please contact Linda at 484-354-0499 or linda@autumngoddessretreat.com

Booth Regulations

PROMOTION: All vendors are expected to actively promote the event to their community. Please post it on your website, share with your network, post flyers in your local community, and promote through Social Media and other marketing outlets. Add the event to your FB and other Social Media pages. Post about the event and your offerings on the event pages and your own pages to boost exposure and interest. Get the word out to as many people as possible. The more the merrier! Hashtags: #autumngoddessretreat #autumngoddessfestival

If using electricity: Vendors must supply a 25'+ extension cord, surge protector and a cover for wires.

Booth Space: You may define your booth space with a 10x10 canopy, PVC, pipe and drape, rugs, floor covers, etc. **not to exceed the designated spaces.** AGR will not supply pipe and drape, rugs, electrical cords, etc.

Canopy, tables, chairs, linens, trash can and signage are the responsibility of the vendor. Vendors are responsible for cleaning up their space at the end of the event. *Please dispose of booth trash in receptacles at end of day.*

Do not tack, nail, glue or tape anything to walls, floors, doors or any other part of the structure. You must apply signage to a free-standing structure such as a table, pvc pipe, a tent, etc. supplied by you.

Please NO candles, incense or open flames in indoor spaces.

Shared space: Vendors may make their own arrangements to share space **limited to two people per booth,** however, we do not permit vendors to sublet their booth without prior approval by AGR.

Maximum two workers per booth included, both must sign the vendor agreement. Additional booth personnel will pay the \$5 admission fee.

Special Requests: We will attempt to honor special requests (i.e. booth location, quiet space, etc.), but make no guarantee of placement. Notify Linda of any special needs or requests along with submission of your vendor agreement. Special requests are honored on a first come, first served basis.

Follow state sales tax considerations. AGR sponsors and its volunteers are not responsible for sales tax. This is the sole responsibility of the vendor.

WIFI is very limited in the building and on the property. We recommend using a personal hotspot or using data if needed.

Insurance: AGR sponsors are not responsible for insuring vendors merchandise in the event of theft or other misfortune. *Vend at your own risk.* We highly recommend general liability insurance, special event insurance, body workers insurance, etc. for event.

Signature of contract and submission of payment indicates your agreement to the **terms of this contract.**

All payments and signed contracts due by August 31st. Late charge: \$25 extra.

You will receive email confirmation within a week after receipt of contract and payment. Please call Linda at 484-354-0499 if not received as this is the only way to guarantee you will have space for the event. Keep a copy of the vendor agreement for your records. **No vendor will be permitted to set up without a signed contract and payment in full.**

THIS EVENT IS RAIN OR SHINE. We do have a limited back-up option to move indoors in the event of inclement weather. Vendors need to cooperate to ensure enough space is available to accommodate everyone.

No refunds will be given due to inclement weather, cancellations, emergencies or no show.

PARTICIPATION AS A VENDOR OR PRESENTER DOES NOT EXCLUDE YOU FROM PAYING OTHER VENDORS AND PRESENTERS FOR THEIR SERVICES & PRODUCTS.

Set up:

Friday, September 27th from 6 – 8 pm and Saturday, September 28th from 8 am – 9:30 am. At 9:30 on September 28th, we will have an opening prayer and intention circle to clear, energize and bless our event. Event begins @ 10 am! Venue address: The Freedoms Foundation: 1601 Valley Forge Rd, Valley Forge, PA 19482.

Please **READ** and **SIGN**

I understand the regulations for the 10th Annual Autumn Goddess Retreat. Everyone working in my booth must sign the vendor agreement. Two vendor admissions are included with the booth; all other booth workers are required to pay the \$5 admission fee. I understand that Linda Dieffenbach and the Autumn Goddess Retreat make no guarantees of attendance or vendor income during the event. I agree to only do or sell what I have listed and been approved for on the above listing.

I/we will not hold Linda Dieffenbach, Wellness in Harmony, or the Freedoms Foundation, its board, officers, associates or vendor volunteers legally responsible for any loss, theft, or injury during set up, tear down, or during the event of September 28, 2019. I am responsible for insuring my business and property, and I will be responsible for any claims or refunds due to the clients whom I provided a service or a product to at the event.

Vendor Personnel (booth limit 2, including yourself):

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Date: _____

Remember to maintain a copy the complete vendor agreement for your business records.

Please send in your application and payment ASAP to hold your space. We advertise through trade magazines, flyers, social media, press releases, online etc. to reach Chester County and surrounding areas and will include your listing on www.AutumnGoddessRetreat.com We appreciate your assistance in sharing information with your community, networking at other shows you attend, posting flyers, emailing your clients, customers and friends about this exciting event. A big thank you to all of you!

Make checks payable to:
Wellness in Harmony llc

Date application mailed: _____

Mail to:

Linda Dieffenbach

PO Box 28

Kimberton PA 19442

Phone # 484-354-0499

Linda@autumngoddessretreat.com

Check # _____

Office Use: Date Received _____

*2019 Autumn Goddess Retreat
Raffle Donations for DVCCC*

Business Name: _____

Address: _____

Primary Contact Name: _____

Email: _____ Phone: _____

Raffle Item(s) / Description:

Total Value of Donated Item: _____

100% of all proceeds from Raffle donations go directly to DVCCC.