

10th Annual Autumn Goddess Retreat Festival

Workshop Presenter Proposal

The Freedoms Foundation: Valley Forge, PA 19482
Saturday, September 28, 2019 ~ 10 a.m. to 6 p.m.

www.AutumnGoddessRetreat.com

Workshop Name: _____

Presenter Name: _____

Address: _____ City: _____ St ____ Zip: _____

Telephone: _____ Cell: _____

Email: _____ Website: _____

Please be sure to read through the entire application, sign and submit to Linda Dieffenbach/Wellness in Harmony.

Workshop Proposal:

Please provide a brief description of your workshop to be reviewed and approved. Upon approval, , please email a short (no more than 2 brief paragraphs) description as you wish to have it promoted.

Workshop Presenter Agreements

PROMOTION: All vendors and presenters 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 #dvccc #wellnessinharmony

Workshop Guidelines:

- ✧ **All workshop presentations are offered free of charge.** There is no monetary compensation for your presentation. You are welcome to promote your business and services as part of your presentation.
- ✧ **Workshops are scheduled to start hourly beginning at 10:30 am.** All workshops are 45 minutes long and include an overlapping set-up/breakdown time between presenters. You will need to work together to clean-up the space after you finish while the other presenter preps the space for their workshop.
- ✧ **The final workshop schedule** will be announced in early to mid September at the latest. Be sure to check and make note of your scheduled time and location.
- ✧ **PLEASE BE MINDFUL OF YOUR TIME!** Be courteous to your fellow presenters and be sure to end your workshop on time so they have time to set up and can start on time. If needed, have someone in your class track the time for you. If you require additional time for discussion/questions, you are welcome to invite people back to your booth or to another location to continue discussion.
- ✧ **Please park in the vendor lot only.** Leave the other parking areas for participants. When you arrive, check in with admissions and pick up your wristband.
- ✧ **Please join us for the intention circle at 9:30** to set the energies and intentions for the day. You are also welcomed to partake in the opening and closing ceremonies at the beginning and end of the day.
- ✧ **If you need to contact me on 9/27 or 9/28 for any reason, please call my cell directly (484-354-0499).** I will not be checking email or Facebook while setting up and running the event.
- ✧ **Please help promote the event** through your lists, websites, social media and other means to help spread the word. You are welcomed to post on the Autumn Goddess Facebook page so that our followers learn more about you. Please tag me in your posts so I can share them, too.

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

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

Set up:

At 9:30 on September 28th, you are invited to join our 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 and agreements for the 10th Annual Autumn Goddess Retreat. I acknowledge that my presentation is offered free of charge. As a presenter, I receive free admission to the event. Any helpers or additional team members are required to pay the \$5 admission fee. I understand that Linda Dieffenbach and the Autumn Goddess Retreat make no guarantees of attendance during the event.

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 due to the clients whom I provided a service or a product to at the event.

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

Please send in your application and information 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!

Name (Print): _____ Signature: _____ Date: _____

Mail to:

Linda Dieffenbach

PO Box 28

Kimberton PA 19442

Phone # 484-354-0499

Or email to Linda@autumngoddessretreat.com