

Shop & Give: Ladies Shopping for a Cause

Thursday, November 8, 2018

6:00 p.m. to 9:30 p.m.

EXHIBITOR REGISTRATION FORM

BUSINESS NAME: _____

OWNER/CONTACT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

We are looking for unique, custom items that are affordable. We are also looking for some direct sales vendors. The number of vendors with the same type of inventory will be limited in order to offer the most variety. Several photos of your items and/or booth display should accompany your application. -Once accepted, spaces will be assigned in the order received. Each vendor space will include a 6 foot skirted table for a minimum donation of \$110.00. A second table space may be purchased for an additional \$60.00. There are a limited number of spaces with electrical access for an additional \$15.00. Please indicate your choice below. We also have volunteers who are available to model your product for a \$50 fee. They will walk through the crowd promoting your items and sharing your business cards with guests.

Description:	Cost:	Quantity:	Total:
Vendor 6 foot table	\$110		
Second table	\$60		
Electrical	\$15		
Model	\$50		
Discounted Event Ticket	\$25		
Grand Total:			

This event is a fundraiser and all proceeds benefit Bridges Community. As part of my participation in the event, I agree to donate a raffle item with a value of at least \$25, to be delivered to the committee by October 25th.

Raffle item for donation- (Brief description and value of donation) I am donating _____

(Raffle item to be delivered to committee by October 25th)

Donation(s) for goody bags? YES NO (circle one)

Signature

Date

Please return completed form and a check for the full amount of your registration fee to the address below:

**Naperville Junior Woman's Club c/o Sharon Velkovich
1002 Whirlaway Avenue Naperville, IL 60540**

P.S. Please remember that your booth fee and your raffle donation is a gift to our charities and therefore is tax deductible to the full extent allowed by the IRS. Make your check payable to Naperville Junior Woman's Club.

2018 Shop & Give: Ladies Shopping for a Cause

Event Dates & Time: The Event will be held Thursday, November 8, 2018, at Chicago Marriott Naperville, 1801 N Naper Blvd, Naperville IL 60563. Event check-in and set-up is 4:00-5:30 pm. Look for signs in the rear of the building indicating the proper entrance. Upon arrival, please report to the check-in table to receive your space assignment, nametags and door prize donation receipt. Event shopping hours are 6:00-9:30 pm. Take down must be completed by 10:30 pm.

Display Space & Information: Standard display space is approximately 8' x 4' and includes a skirted 6-ft table. Additional 6" table & space is available for and additional \$60. You may reserve a maximum of two tables. This additional space must be the same business as the 1st and two vendors may not share space for two different businesses. If you require electric hook-up at your space, there is an additional \$15 charge. Each crafter is responsible for collecting his/her own payment. No cash boxes or currency for change will be provided. Please bring your own shopping bags and wastebaskets as needed.

Shop & Give Event Tickets: As a participant in the event, you may request one ticket to the evening at a discounted rate of \$25. Additional tickets may be purchased for \$30 each. This ticket will entitle you to the amenities provided to our guests, which includes goody bag & food/beverages we are serving. Vendors who do not wish to purchase a ticket will be given a complimentary treat bag with water & snack items, but they will not receive the refreshments served to our guests.

Door Prizes: Each year we feature a door prize giveaway highlighting the crafters and their products. You will be given a receipt for your donation upon receipt of the donation at check-in.

Application & Selection Process: The space fee is \$110 and must be submitted with your application along with any additional fees for electrical, model or event ticket. Please make checks payable to Naperville Junior Woman's Club. Once the selection committee has reviewed all applications, you will be notified via email whether you have been accepted into the event. Receipt of your application & deposit for your check **DOES NOT GUARANTEE** your inclusion in the event. If for any reason you are not selected, you will be refunded the full amount after the selection meeting in September. If you change your mind about participating, you must do so before **October 15** or you will forfeit your fees. If for any reason your check returns NSF, you will be charged a \$25.00 fee.

Please send your Application and check along with descriptions or photos of your product (business card & brochure if available) to: NJWC c/o Sharon Velkovich. You may also include links to digital photos/ product websites

Please e-mail any questions to njwclno@aol.com.

Thank you!