

# **WOMEN LOVE TO SHOP!!**



**Sell your products & services to over 1000 ladies at the**

## **2019 SPRING WV Women's Extravaganza**



**SATURDAY, MAY 11th**

at the

**Ruby Community Center**

**MYLAN PARK**

***Join the area's finest businesses and maximize your exposure.....***

Hair Salons  
Health Clubs / Tanning  
Arts & Crafts  
Weight Control  
Clothes & Accessories  
Childrens & Baby Items  
Beauty Specialist  
Law Firms  
Dentistry & Orthodontics

Day Spas  
Nail Salons  
Photographers  
Jewelry  
Shoes  
Wedding Services  
Community Organizations  
Medical & Hospital Services  
Veterinary & Pet Supplies

Financial Services  
Automobile Dealers  
Entertainment  
Nutritionists  
Home Decor  
Landscaping  
Education/Careers  
Vacation & Travel  
Party Planning

*and much, much more.....*

**Face-to-Face Advertising**

**offers the ultimate opportunity to sell your products and services!!**

**Call Today To Reserve the Best Booth Location!**

**Premium booth \$255 / Standard booth \$199**

**Share Booths \$159 or \$129**

**PR Plus Events (Labeth Hall) 304-288-4244**



# 2019 WV Women's Extravaganza

## Application for Booth

**Business Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**TO RESERVE YOUR PREFERRED BOOTH LOCATION:** (We will put a "Courtesy Hold" for seven days on your space when you fax or email your application, to await your payment by check or credit card). **BOOTHS WILL NOT BE HELD WITHOUT SIGNED APPLICATIONS!! We will only accept ONE booth for each network marketing company.**

**Premium Booth (\$255) #** \_\_\_\_\_

**Standard Booth (\$199) #** \_\_\_\_\_

**Share Premium Booth (\$159)** \_\_\_\_\_

**Share Standard Booth or Tabletop (\$129)** \_\_\_\_\_

**Electricity (\$15)** \_\_\_\_\_

**Extra Table (\$20)** \_\_\_\_\_

**(Must be ordered by September 1st)**

**\*\*MAKE CHECKS PAYABLE TO: PR Plus Events 133 Lynch Rd. Morgantown, WV 26501**

**Please describe the products that you will be displaying:** \_\_\_\_\_

**Will you be selling any products? If so, what?** \_\_\_\_\_

**I have read the policies and procedures for application to participate in the Women's Extravaganza. I fully understand the policies and procedures for which I have received a copy and I agree to comply with them. I understand failure to meet these requirements will result in cancellation of my booth and no money will be refunded. I also understand that I am committed to paying for my booth in full and liability insurance is required. I also know that a health permit will be required if I am serving and food or drinks.**

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Date rec'd** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Rejected** \_\_\_\_\_

**Amt rec'd** \_\_\_\_\_ **Bal Due** \_\_\_\_\_ **PD in Full** \_\_\_\_\_ **Deposit** \_\_\_\_\_

**Insurance Certificate** \_\_\_\_\_ **Misc** \_\_\_\_\_

**\*\* Credit Card #** \_\_\_\_\_ **Exp Date** \_\_\_\_\_

**\*\* Credit Cards will be charged a \$6 Service Fee**

***\*To reserve your booth, please email or fax application to 304-983-3388!***

## **2019 WV Women's Extravaganza**

### **General Information**

**Date:** SATURDAY, MAY 11TH

**Hours:** 7am – 10:30 am  
11am – 4pm  
4pm – 5:30pm

Vendor set-up  
Show is Open  
Breakdown

**\*\*No early tear-downs are permitted on Saturday.**

**Location:** The Ruby Community Center at MYLAN PARK (Exit 155 off of I-79)

**Booth Includes:** A 10 x 10 space with one eight foot table covered and draped and one chair. A table-top sign is also provided. Extra tables and chairs may be rented in advance for \$20 per table. You may also bring your own tables and chairs.

*Premium location - \$255  
Share Premium Booth - \$159*

*Standard location - \$199  
Share Standard Booth - \$129*

**\* Early sign-up insures best booth locations!**

**Electricity (\$15) is not included and must be ordered before April 15<sup>th</sup>. Please contact Labeth at (304) 288-4244.**

**Seven - Day Courtesy Hold:** When you commit to a booth, your application must be emailed or faxed that day and your check must arrive within a week. This is to be fair to all the other vendors who are booking at that time. Sign up early to get the best booth locations! Credit cards are also accepted. A \$6 service charge applies.

**Certificate of Insurance:** ALL VENDORS ARE REQUIRED TO HAVE LIABILITY INSURANCE. YOU MUST NAME "PR PLUS EVENTS" AS AN ADDITIONAL INSURED ON YOUR CERTIFICATE OF INSURANCE JUST FOR THE DAY OF THE EVENT!! Please fax copy of certificate to (304) 983-3388 by APRIL 15th.

**If you do not have insurance,** we can send you info for "Vendor Event Insurance" through Shoff Darby Insurance. Please give me a call at 304-288-4244. The discounted group cost is \$65, if you purchase it online.

**FOOD PERMIT:** A Health Permit is required if you are serving samples or selling food in your booth. You must contact Richard McCord at 304-598-5131 at the Mon Co Health Department before APRIL 15<sup>th</sup>

**Important:** No vendor may share their booth or distribute business cards for any other business that has not signed a contract to be in the show!

**\*WE WILL ONLY ACCEPT ONE BOOTH FOR EACH NETWORK MARKETING COMPANY.**

**\*Booth spaces are assigned on a first come, first serve basis. To reserve a premium location, you must sign-up early!! Corner booths sell out very quickly!!!**

# **2019 WV Women's Extravaganza**

## **POLICIES AND PROCEDURES**

1. APPLICATION DEADLINE: Booths are assigned on a first-come, first-served basis. The Extravaganza committee reserves the right to make THE FINAL DECISIONS in booth lay-out and positioning as they deem necessary. Full payment will be accepted to reserve a booth. All new applications after APRIL 15, 2019 must include full payment for the booth in a cashiers check or money order.. NO PERSONAL CHECKS WILL BE ACCEPTED AFTER APRIL 15<sup>th</sup>..

2. LIABILITY: The Women's Extravaganza, PR Plus Events LLC, Mylan Park and their management are not responsible for the safety of the property of exhibitors do to theft, damage by fire, accident, vandalism or other causes. The exhibitor agrees that it will indemnify and hold and save The Women's Extravaganza, its directors, PR Plus Events LLC, Mylan Park and its subcontractors harmless against all claims, demands, actions, damages, loss, cost liability and judgments against the Women's Extravaganza on account of any injury or damage to persons or property associated with this event

Exhibitor covenants and agrees that should the Women's Extravaganza or PR Plus Events be made a part of any litigation commenced by or against Exhibitor relating to this show, the exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon the Women's Extravaganza by virtue of any such litigation.

3. APPLICATION: The Extravaganza committee reserves the right to reject any application, for ANY reason. A full refund will be returned with the rejection letter.

4. CANCELLATION POLICY: Booths cancelled prior to FEBRUARY 15TH will receive a full refund minus a \$50 administration fee. NO REFUNDS will be given after FEBRUARY 15th. Should the Extravaganza be cancelled for reasons beyond our control (severe weather, building damages, major illness, etc.) the Extravaganza will immediately be rescheduled. No refunds or credits will be given and PR Plus Events will assume all additional costs including advertising the new date.

5. NON-TRANSFERABLE: Exhibitor space may not be shared or transferred to another party. Vendors may not display or distribute brochures or business cards for any other business that is not contracted to be in the show

6. LIABILITY INSURANCE: **Liability insurance is required for all booth vendors.** Please fax "Certificate of Insurance" listing PR Plus Events as an ADDITIONAL INSURED to 304-983-3388 by APRIL 1st. If you do not have insurance, call the Show Director for info on special rates available for Event Insurance through Shoff Darby Insurance. Insurance can be purchased online for \$65. We will send you the link.

7. EXCLUSIVITY: The Extravaganza does not guarantee any vendor the exclusive right to sell any product.  
**WE WILL ONLY EXCEPT ONE BOOTH FOR EACH NETWORK MARKETING COMPANY.**

8. SALES TAX AND PERMITS: Exhibitors are responsible for securing their own permits and collecting & paying all applicable sales taxes.

9. FOOD: **No food may be sold or distributed at the Extravaganza without proper health permits and Product Liability Insurance.** Please contact Richard McCord at the Health Department at 304-598-5131 before APRIL 1ST. A copy of these certificates must be faxed to the Show Director at least two weeks prior to the event.

10. FURNITURE RENTAL: Additional tables and chairs may be rented. Please contact the Show Director in advance for prices and availability.

11. PROPERTY DAMAGE: No vendor may damage, injure or deface any furniture, fixtures, equipment or any part of the exhibit facility. Nails, screws, staples, pins etc., may not be driven into any property including furniture, draping, fixtures, equipment or the building. All vendors will be held responsible for payment of any damages done by himself, employees or agents associated with his booth to the owner of the property.

12. EXHIBITS: Vendor agrees to exhibit only those products listed on the application, and approved by the Show Director.

13. MOVE-IN: Vendors may set-up their equipment or displays between 7:00am - 10:30am on SATURDAY, MAY 11TH. If additional time is necessary, please contact the Show Director to make other arrangements.

14. MOVE-OUT: Vendors must dismantle equipment or displays following the show from 4pm-5:30pm on Saturday. No early departures, please.

15. The Women's Extravaganza reserves the right to make any changes, anytime as necessary and shall have full power to interpret amend and enforce these policies and procedures, provided any amendments, when made, are brought to the notice of the exhibitor. Each exhibitor, for himself and his employees, agrees to abide by the foregoing policies and procedures and by any amendments as added.

16. RETURNED CHECK POLICY: Vendors will be charged a \$35 administrative fee for a returned check. A cashiers check or cash must replace that check within 5 days.

17. MEDIA RELEASE: As a vendor, you release to the Women's Extravaganza your photographic, television and all other similar rights to be used for advertising and promoting the event.