

“CELEBRATE WOMEN” and sell your products & services to over 1000 ladies the



2017

WV Women's

Extravaganza

**The LARGEST
Women's
Expo
in WV!!**



SUNDAY, OCTOBER 8TH

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

prplusevents@westco.net

www.womensexpo.com



2017 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!!**

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 fax application to 304-983-3389!***

2017 WV Women's Extravaganza

General Information

Date: SUNDAY, OCTOBER 8TH **Hours:** 7am – 10:30 am Vendor set-up
11am – 4pm Show is Open
4pm – 5:30pm Breakdown

****No early tear-downs are permitted on Sunday.**

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 September 15th. Please contact Labeth at (304) 983-3388.

Seven - Day Courtesy Hold: When you commit to a booth, your application must be 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) 983-3389 by SEPTEMBER 1ST.

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 for 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 SEPTEMBER 15th

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!

***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!!!**

2017 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 September 1, 2017 must include full payment for the booth in a cashiers check or money order.. NO PERSONAL CHECKS WILL BE ACCEPTED AFTER SEPTEMBER 1ST..

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 JULY 1st will receive a full refund minus a \$50 administration fee. NO REFUNDS will be given after JULY 1st. 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 983-3389 by SEPTEMBER 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.

7. EXCLUSIVITY: The Extravaganza does not guarantee any vendor the exclusive right to sell any product

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 SEPTEMBER 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 Sunday, OCTOBER 8TH. 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 Sunday. 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.

THANK YOU!!!