

You are invited to be part of our 7<sup>th</sup> Annual

# Pampering Fest

Saturday January 28<sup>th</sup>, 2012, 10am to 4:00pm  
Beamsville District Secondary School, 4317 Central Ave, Beamsville, ON

**What is Pampering Fest?** It's a fun day designed for women only! We focus on topics, products and services of interest to women of all ages including health, beauty, wellness, fun & frolic. Guests can go shopping and sample services and products.

**What can vendors expect?** Lots of fun and the opportunity to promote your business! And vendors can expect some other perks for signing on—1) Registration includes lunch for one person—additional meal tickets are available at a special price. You can purchase these on your registration form or on the day of the event. 2) Pick up areas will be located on each floor for vendor lunches. Please make sure you have booked your lunches ahead. 3) Included in your registration is admission for you and two helpers. Additional admissions available—check the application for details. 4) Your business will be listed on our website and in the event program. 5) Returning vendors get advance notice for next year and first choice for their same spot from the previous year. 6) Whenever possible, businesses get mentioned in our promotions (radio and print). 7) We have 20 minute workshops or demonstrations going on all day. If you are interested in doing one please contact Deb Rupcic at (905-562-9588, or [pamperingfest@yahoo.ca](mailto:pamperingfest@yahoo.ca)) and she will send you out an application. 8) Again this year—by selling tickets to Pampering Fest, you can earn a percentage off of your registration to Pampering Fest 2013 or for the 2012 Berries & Bloom Festival! Details on the application form. ***Please note that volunteers will be available throughout the day if you require them, i.e. washroom breaks..***

**New this year – “No Admission Fee” after 3pm for new shoppers coming in!**

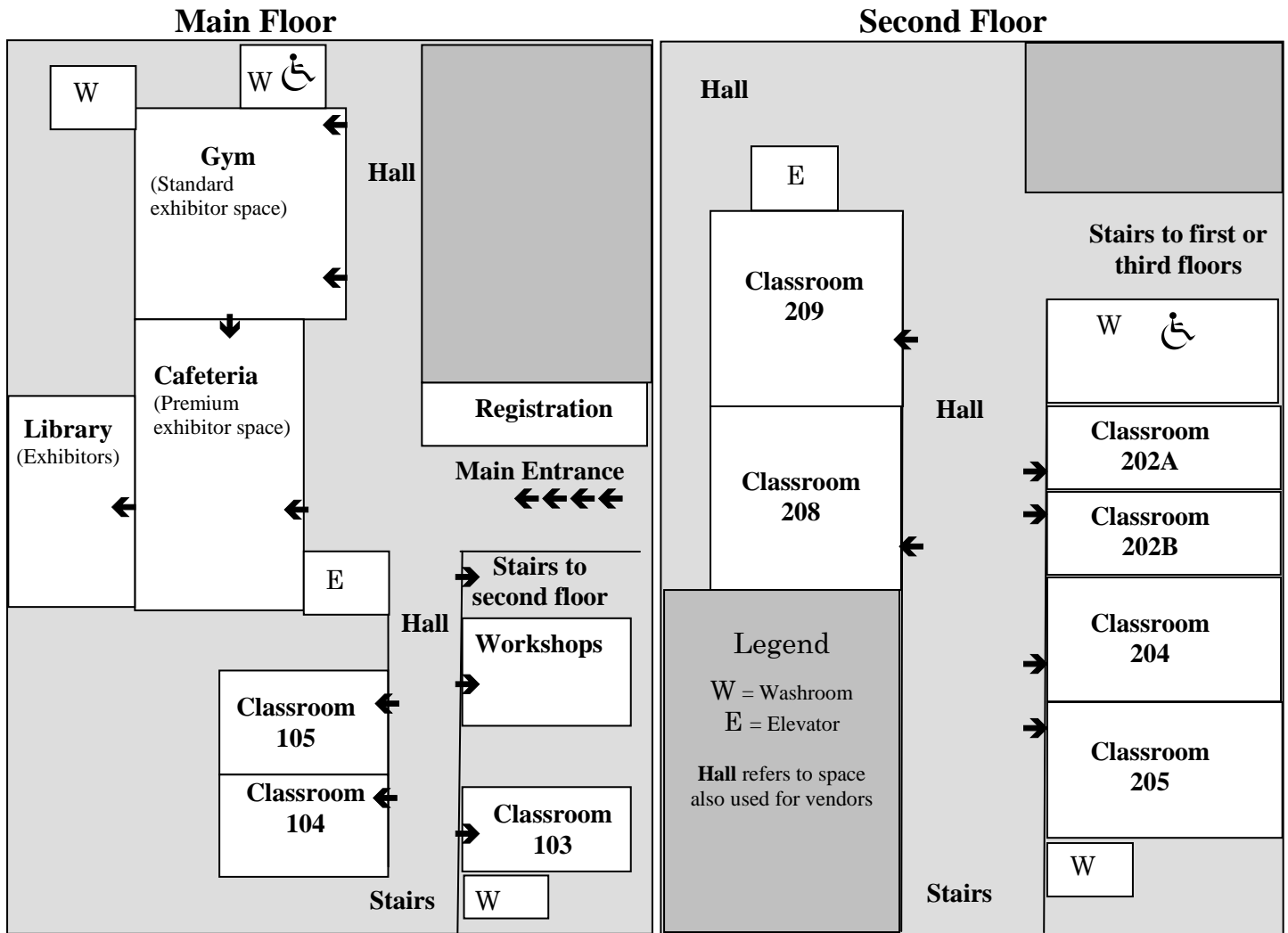
At past events we've had over 800 women in attendance—we expect even more this year. Vendor surveys indicate most of our vendors are ready to return—how about you? Don't miss your chance to shine!

## Requirements for Showcasing

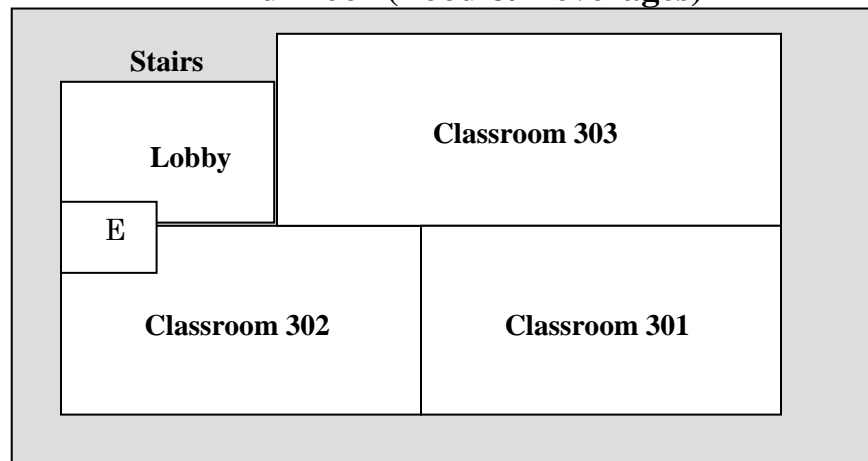
- 1) New vendor participants are chosen by the Pampering Fest Committee upon receipt of application. The committee votes and responds to vendors as soon as possible. Once approved, we will hold your spot for two weeks until payment is received. We can not hold spots longer than this without payment. Previous vendors have already been approved
- 2) We only allow one booth per company (i.e.: Avon or Mary Kay) and just four spaces for any one type of product or service (i.e.: cosmetics or massage)
- 3) Selected displays must relate to women: health, wellness, beauty, luxury, fun & frolic, products and/or services
- 4) Any businesses who wish to book an entire classroom may apply to do so. For further details and pricing on specific classrooms, please contact us
- 5) Each vendor ***must list all*** the appropriate categories of merchandise/services that they will be dealing with at their booth. This is the only way we can avoid having an excess of any one service or any duplication. ***Please note: if it's not listed on your form, you will not be allowed to have it at your booth***
- 6) Each Vendor must conduct a draw at their booth for a prize valued at \$25 or more. We also accept prizes for a separate draw for our volunteers—we couldn't stage this event without them! These can be left at registration
- 7) All exhibitors are expected to provide something for the guests to put into their goody bags—it can be samples of your products, brochures, coupons, pens or even wrapped candy. Use your imagination and make a great impression!
- 8) ***Female suppliers and demonstrators only***, please. Men are welcome to help with set-up and tear down, but between 10am and 4pm on January 28<sup>th</sup>, they will not be allowed into the event. No exceptions
- 9) Please do not pack up before 4pm. Any vendor who closes-up early without approval from Deb Rupcic or Jane Gadsby will not be invited back. And all vendors must be set up and ready to go by 9:45am on January 28<sup>th</sup>. Set-up starts at 8am but we encourage you to set up the night before, if you are local, by requesting in advance. Details to follow
- 10) You'll be contacted in the weeks before the event with further vendor information
- 11) If you wish not to have your business information listed on our website, it is your responsibility to notify us
- 12) Previous vendors have already been approved and payment must be received within two weeks of sending application or we cannot hold the space.

**Thank you for your co-operation & support!**

# Maps of Pampering Fest Space at Beamsville District Secondary School



## Third Floor (Food & Beverages)



(Note: Diagrams are not to scale)

# Pampering Fest

Saturday January 28<sup>th</sup> 2012, 10am to 4:00pm

## Part I: Basic Information

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Description of business and/or products: \_\_\_\_\_

Place an asterisk (\*) beside the one main category of your business. Circle all categories your goods/services fall under:

- |                                        |                     |                        |                                 |                 |                  |
|----------------------------------------|---------------------|------------------------|---------------------------------|-----------------|------------------|
| a) Accessories ( <i>no Jewellery</i> ) | j) Cooking & Baking | s) Food—<br>Condiments | bb) Jewellery<br>(Handcrafted)  | jj) Music       | tt) Skin Care    |
| b) Art                                 | k) Cosmetics        | t) Food—Savoury        | cc) Jewellery<br>(Manufactured) | kk) Non-Profit  | uu) Spa          |
| c) Bath & Soap                         | l) Crafts           | u) Food—Specialty      | dd) Kitchen                     | ll) Nutrition   | vv) Spirituality |
| d) Beverages                           | m) Dining           | v) Food—Sweet          | ee) Lingerie, etc.              | mm) Other/Misc. | ww) Tanning      |
| e) Books                               | n) Entertainment    | w) Giftware            | ff) Manicures, etc              | nn) Pets        | xx) Toys & Games |
| f) Candles                             | o) Event Planning   | x) Health Products     | gg) Massage                     | oo) Photography | yy) Travel       |
| g) Cleaning                            | p) Financial        | y) Health Services     | hh) Medical                     | pp) Printing    |                  |
| h) Clothing                            | q) Fitness          | z) Hobbies             | ii) Multi-media                 | qq) Promotional |                  |
| i) Collectibles                        | r) Floral           | aa) Home Décor         |                                 | rr) Psychic     |                  |
|                                        |                     |                        |                                 | ss) Self-Help   |                  |

Other category —describe: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Are you sharing a space? If so list the business name here: \_\_\_\_\_

How did you hear about this event? \_\_\_\_\_

**Note to Non-Profits & Charity Organisations:** We have a limited number of spaces available at a special rate in exchange for volunteers. Please contact us for further details. Please note that Non-Profits & Charity Organisations will have to purchase their lunches.

## Part II: Space Requirements--Please Indicate the Type of Space you Require

**TABLES:** \_\_\_ I am bringing my own **OR** \_\_\_ I would like to rent one **\$20 each** + \_\_\_\_\_

**Please note tables cannot be bigger than 6' x 2 1/2' or they cannot be used.**

Entire Classroom (One business per room, <i>ask for details &amp; pricing</i> )—	\$ _____	+ _____
One space, Premium (Cafeteria, approx. 8' X 5' space)—	<b>\$110</b>	+ _____
One space, Standard (Gym, approx. 8' X 5' space)—	<b>\$90</b>	+ _____
One space, Hallway (Hall, 10' X 3' space)—	<b>\$65</b>	+ _____
One space, 1 <sup>st</sup> or 2 <sup>nd</sup> Floor Classrooms or Main Floor Library (Specify which location: _____, 8' X 5' space)—	<b>\$65</b>	+ _____
Add a second space (beside booked space, above)—	<b>\$50</b>	+ _____
Hydro Needed (bring a 25' extension cord) —	<b>\$12</b>	+ _____
Booth Sharing (two businesses sharing one space. Fill out two applications & mail them together. Both will be listed on the website.) —	<b>\$12</b>	+ _____
<i>Early Bird Discount (25% off if you pay by Nov. 1<sup>st</sup>, 2011)</i>		- _____
Subtotal For Part II =		_____

**Special Requests?** No promises but we'll do our best to accommodate you: \_\_\_\_\_

**All payments must be received no later than 2 weeks after approval of your application otherwise your spot will be given away.**

# Pampering Fest

## Part III: Advertising in our Event Program

We produce an event program listing the names of all the vendors and other information. You have the opportunity to take out an ad and/or a treatment listing. Ads are business card sized. A special section of the program will be dedicated to listing all the treatments and services available that day and will direct patrons to your booth spaces. The prices for these are:

- Treatment listing (description of 30 words or less plus price listing) = \$25 \_\_\_\_\_
- Business Card Ad = \$25 \_\_\_\_\_
- Quarter page Ad = \$45 \_\_\_\_\_
- Half page Ad = \$80 \_\_\_\_\_
- Full page Ad = \$150 \_\_\_\_\_

Subtotal For Part III = \_\_\_\_\_

We print 800 programs that are handed out to every guest. Ads must be provided as a jpg of your ad (no other format will work). If interested, indicate it above. **Deadline for Ad's is December 1, 2011.**

## Part IV: Selling Pampering Fest Tickets

**Again this year!** You have a chance to bring more people to Pampering Fest and earn discounts on your future registration fees (for either Pampering Fest 2013 or the 2012 Berries & Bloom Festival). For every 10 tickets you sell, we will give you 10% off, up to a maximum of 50% of your fees. Proceeds from the ticket sales must be returned to us before January 12<sup>th</sup> to be considered for the discount. Please contact Deb Rupcic, at (905-562-9588, or [pamperingfest@yahoo.ca](mailto:pamperingfest@yahoo.ca)) if you are interested in selling tickets. Tickets should be available beginning October 2011.

## Part V: Additional Meal and Admission Tickets for Booth Staff

Your vendor registration includes passes for you and two helpers (3 people in total). We understand that you may need to have more than that. Additional vendor passes are available for \$5 each. Vendor meal tickets are \$7 each and include dessert. You can order these in advance below or buy them the day of the event. Please provide us with the names of your staff two weeks before the event.

Number of additional vendor staff passes: \_\_\_\_\_ X \$5 = \_\_\_\_\_

Number of additional meal tickets: \_\_\_\_\_ X \$7 = \_\_\_\_\_

(includes dessert) Subtotal For Part VI = \_\_\_\_\_

## Part VI: Your Total

Please add the subtotals from parts II, III and V.

Total Fee = \_\_\_\_\_

### **Our Cancellation Policy**

Any cancellations before December 1<sup>st</sup>, 2011 receive a full refund less a 10% handling fee. Any cancellation between December 1<sup>st</sup> & 31<sup>st</sup>, 2011 will receive a 50% refund. There are no refunds after Dec. 31<sup>st</sup>, 2011.

Space available on a 1<sup>st</sup> come, 1<sup>st</sup> paid basis and *upon the decision of the committee.*

Payment is due within 14 days of approval. Cheque, money order or cash accepted. Please don't mail cash.

**Mail to & make cheques payable to: The Beamsville Strawberry Festival Association  
Box 702, Beamsville, L0R 1B0 or fax: 866-883-3294 Payment must be received to confirm and reserve space.**

**\*\*\*Have questions? Call Deb (905-562-9588, [pamperingfest@yahoo.ca](mailto:pamperingfest@yahoo.ca))**

**This is to certify** that I have read the cancellation policy, the Requirements for Showcasing and the instructions in Parts I to VI listed above and I have no problem with complying with them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Proceeds from this event will fund the Berries & Blooms Festival**