

Hosted By:



Vendor and Sponsor Event Form

LADIES DAY OUT-Montgomery

When: LAST Saturday in February

Time: 10am-2pm

Location: Quality of Life Clinic - MONTGOMERY

17099 Walden Rd Ste 100; Montgomery, Tx 77356

PLEASE CHOOSE YOUR *LEVEL OF COMMITMENT* BY INITIALING THE COLUMN WHICH WORKS BESTS FOR YOUR BUSINESS.

Level of Commitment:	Vendor	Sponsors
Fee for this level	\$50.00	\$150
Have your Logo on Flyer	No	Yes
Shoutouts on Facebook	No	Yes
Shoutouts at our event	No	Yes
Shoutouts at Networking Events	No	Yes
VIP booth position at event	No	Yes
First pick for an inside booth	No	Yes
First pick for electricity at booth	No	Yes
First pick for next year's event	No	Yes
Ability to Co-host or suggest options for improving our events	No	Yes
Ability to donate a door prize	Yes	Yes
Ability to participate in our passport competition for grand prize**	Yes	Yes
Assist in our online Marketing Budget for a successful event.	Yes, thank you for joining our event	Yes, thank you for being a fan of our events!
Allow for more community on site activities (DJ, Bounce House, Food, Face painter, party rentals, etc.)	Yes, thank you for joining our event	Yes, thank you for being a fan of our events!
Help us donate more to our non-profit of the quarter for our #GiveBackMovement	Yes, thank you for joining our event	Yes, thank you for being a fan of our events!
Thank you Please Initial to Choose your Level (see event rules on next page)	Initial _____	Initial _____

ACCEPTABLE PAYEMENT FORMS: MUST BE RECEIVED 1 month before event

Payment Type	Memo	Address
VENMO	Ladies Day Out – Montgomery	@Jamie-Marshall-48
Check or Money Order: Return Fee will be assessed Make PAYABLE TO: QUALITY OF LIFE CHIROPRACTIC	Ladies Day Out – Montgomery	Mail or drop off in person to 17099 Walden Rd Ste 100; Montgomery, Tx 77356
Cash	Please send with a memo of who you are for proper tracking and include Ladies Day Out – Montgomery	Drop off in person to 17099 Walden Rd Ste 100; Montgomery, Tx 77356

RULES FOR OUR COMMUNITY EVENTS:

- Indoor and outdoor vendor spots available.
 - Once registered, we will assign your spot. For indoor vendors you will have access to electricity. For outdoor vendors you will have shade under our portico front or may have a tent. All will be responsible for bringing ONE 6ft table and tablecloth and chairs.
- Set up time starts at 8:30am -9:30am and breakdown AFTER 2pm.
- Event starts at 10am – Don’t be Late after 9:30am you will be asked to forfeit your participation and can be moved to next event. No refunds will be given.
- You will receive a two-hour free guest WI-FI at no cost. Just reset your password if prompted
 - Wi – Fi Password is “goodhealth”
- Indoor vendors, if you need electricity, let us know and we will make sure outlets are available.
 - Bring your own 20ft extension cords.
- **Bring a DOOR PRIZE with a \$25 value or more.**
 - We are going to encourage people to come out because they can win free stuff!
 - Please make sure to decorate it in cellophane or gift bag and put plenty of your business cards/coupons in there! {theme baskets are cute!}
- **PLEASE POST VIDEO AND PICTURES ON YOUR SOCIAL MEDIA!** (before, during, and after!)
 - Tag in our Ladies Day Out – Montgomery FB page.
 - Tag @Quality of Life Chiropractic – Montgomery in your post
- Booth Space is 10x6. Due to tight spaces, we will allow 1 standing banner per table. Tabletop banners are preferred.
- ****An 8x11 “passport” sheet will be given to everyone that comes to our event. This will encourage them to stop by your booth to win the grand prize (this is provided by our office).**
 - Please sign off on the Passport sheet for them to turn in at the welcome table as they leave the event.
 - We hope this will promote more visits at your table & a fun way to capture your visitor’s information!
- **Event will happen Rain or Shine. No refunds will be given unless the event is canceled by Quality of Life Chiropractic due to safety concerns**

PLEASE NOTE: YOU MUST GIVE US ADVANCE NOTICE AND RECEIVE OUR APPROVAL if you want to have two business represented. We ask that you keep it to one booth area. YOU WILL BE assessed a \$50 fee for second business. You understand a second business will be NOT be allowed the day of.

I AGREE TO THE FOLLOWING FOR SUCCESS OF THE EVENT:

1. I will **promote** and boost the **event** to Facebook and other social media, email-newsletters, community calendars, & personal websites to reach my clientele and contacts.
2. I will **distribute flyers provided** by Quality of Life Chiropractic to clients, contacts, businesses by hand and email.
 - *a digital “.pdf” and paper copy will be given for distribution*
3. I will **represent** and display **items or services** as described to us in this Vendor Form.
4. I will **promptly** submit **fee of \$50 or \$150** by level of commitment initialed above 1 Month Prior to the event!
5. I will **provide** a \$25 value or more **door prize** to help entice the community to come out.
6. I will **do a personal video** on social media to attract more people – use the video to describe what will be sold at the booth or what services offered. (Don’t stress, have fun with this – let’s get people excited about who is coming and what they will experience!) I will post this on the FB event page!
7. I will **not** hold Quality of Life Chiropractic responsible for any lost, broken, or stolen items. I understand that they will do their very best to have all safety measures in place to have a successful, safe, and fun event.

I _____ have read Vendor/Sponsorship form above and understand what is expected from me on the day of the event and before the event. I understand the cost for my table is to assist Quality of Life Chiropractic to conduct a successful event with marketing efforts and manpower. I understand that if I leave early from the event, show up late to the event, or do not help promote the event I may not be asked to return to future events. I understand by helping the marketing of this event and getting the word out, the goal of 100+ people in attendance is possible.

Thank You for Your Interest in Being at Our LADIES DAY OUT EVENT - Montgomery!

Representative’s Name: _____

Company Name: _____

Address _____

Phone _____

Email _____

What will you exhibit or sale?:

Signature _____

Date _____

Preferred method of payment:

Check _____ Money Order _____ Cash _____ Venmo _____