



## Spectrum Festival Exhibitor Contract

This contract is between the undersigned vendor and BizEWorks™ which will allow participation in a vendor event, scheduled to be held at Spectrum Elementary School 2846 S. Spectrum Way, Gilbert AZ 85295. This contract will serve both the Harvest Festival to be held on October 23, 2009 and Jingle Bell Jamboree to be held on December 5, 2009. Vendor will indicate via registration intention to exhibit at one or both festivals.

**EVENT DESCRIPTION:** The Autumn Harvest and Jingle Bell Jamboree are events organized by BizEWorks™, and held at Spectrum Elementary. The events will feature approximately 50 exhibitors, activity booths (Harvest Festival), professional photography, musical entertainment, a raffle, student contests, and a student store (Jingle Bell Jamboree). Students attending the Harvest Festival may come in costume to Trick or Treat at the vendor and/or activity tables. Entire sale proceeds from the activity tickets, raffle and student store will be donated to the Spectrum Elementary PTSO.

- Harvest Festival Hours are 6pm-9pm, Friday October 23, 2009
- Jingle Bell Jamboree Hours are 9am-2pm, Saturday December 5, 2009

### **IN GENERAL:**

BizEWorks™ reserves the right to provide vendor space for more than one business involved in the sale of a particular product type for this event; however multiple tables will not be sold to more than one representative from the same company. Vendors will have access to the venue at a time to be announced which will allow sufficient opportunity to set-up, and each vendor is required to have their table/space set up no later than thirty minutes prior to event start time. Vendors are strongly discouraged from breaking down tables or spaces early, and will not be invited back if they do such. Communication regarding this event will be conducted primarily through email. Please be certain to add [events@bizeworks.com](mailto:events@bizeworks.com) to your safe email list. You may also contact BizEWorks™ at [info@bizeworks.com](mailto:info@bizeworks.com) or 480-899-9942.

### **FEE DETAIL:**

By signing this contract, vendor agrees to pay a registration fee of \$35.00 for the Harvest Festival to be held October 23, 2009 or \$50 for the Jingle Bell Jamboree on December 5, 2009 or \$80 for both events (discount of \$5). Event preference will be indicated on registration form. Vendor is also required to provide a contribution to the raffle in the amount of \$15 retail for each event vendor registers for. Vendor may also choose to bring candy or treat items to distribute to children at the Harvest Festival. Vendors will receive exhibitor space, chairs, electricity where available, free placement of flyers in up to 150 guest bags, and inclusion of vendor name and contact info in brochure to be provided at the event. A vendor list and links to vendor websites (if available) will also be published on the [www.bizeworks.com](http://www.bizeworks.com) website. **Vendors are responsible for providing their own linen.** Electrical access is limited and available upon request only. Vendors who request electricity will be notified prior to the event of their request status. Individual spaces will be approximately nine feet x 6 feet. If additional space is needed, vendors may purchase multiple spaces.



### **TRANSACTIONS:**

Each vendor is responsible for completing their own transactions at their individual tables; there will not be one central register. Participants are not required to have tax licenses for the city of Gilbert, and each vendor may conduct business at their table in any appropriate manner.

### **FLYER PLACEMENT:**

Participating vendors may provide flyers, postcards, business cards, gift certificates or other printed promotional materials to be placed in guest bags at no additional charge. Vendors may provide any quantity up to 150 promotional items by **October 10, 2009** for the Harvest Festival and **November 21, 2009** for the Jingle Bell Jamboree if they desire marketing material to be included in the guest bags. Vendors not participating in the event will be allowed to provide marketing materials for a fee. Flyers can be dropped off at several locations or mailed to BizEWorks, c/o Tamara Hight, 3330 E. Canary Way, Chandler AZ 85286. Please contact BizEWorks™ at [events@bizeworks.com](mailto:events@bizeworks.com) or 480-899-9942 for more information. Vendors may also choose to distribute promotional materials at their own tables.

### **VENDOR LISTING:**

A list of all participating vendors will be published online and printed in event programs to be handed out with guest bags at the event. Vendors are responsible for providing accurate contact information. Please include all contact information at the bottom of this contract, or by submitting online. A vendor list will also be available on the [www.bizeworks.com](http://www.bizeworks.com) website. BizEWorks™ is not responsible for any misprints or omissions.

### **GUEST REGISTRATION LISTS:**

BizEWorks™ will not collect guest contact information at the event for general distribution. It will be at the sole discretion and the responsibility of the individual vendor to collect this information from the event guests.

### **ADVERTISING INFORMATION:**

Advertising for this event will be coordinated at the sole discretion of BizEWorks™. Vendors are encouraged to advertise their participation in this event, and do so at their own will and cost. By signing this contract, you agree not to hold BizEWorks™ liable for misprints or omissions in any advertising of this event.

### **RAFFLE DRAWINGS:**

All vendors are required to contribute an item or gift certificate for the event raffle. Vendors may include a business card or other promotional materials to accompany the raffle donation. Donated items must have a minimum retail value of \$15, but there is no maximum value amount. Donated items will be grouped together to form gift baskets of like items. Raffle items are due by **October 10, 2009** for the Harvest Festival and **November 21, 2009** for the Jingle Bell Jamboree and may be dropped off at several locations or mailed to: BizEWorks, c/o Tamara Hight 3330 E. Canary Way, Chandler AZ 85286. Please email [events@bizemoms.com](mailto:events@bizemoms.com) for additional drop off locations. The names of winning guests will be released only to the vendors who participate in the raffle. Vendors are allowed to hold individual raffles and obtain contact information at their own tables. The raffle drawings will be held at the event and the winner must be present to win. Because raffle sale



proceeds are donated to the school, it is very important that all vendors contribute and item by the date specified. Late items will not be accepted and may result in forfeiture of event registration.

**PAYMENT AND REGISTRATION INFORMATION:**

Payments are accepted through [www.paypal.com](http://www.paypal.com), email ID [Payments@BizEWorks.com](mailto:Payments@BizEWorks.com) and must be received within 5 business days of registration. BizEWorks™ will do its best to assign tables appropriately and avoid placing competing vendors directly adjacent to one another. Vendors will be contacted within 48 hours of receipt of registration contract to notify of registration status. Receipts will be emailed to participating vendors at BizEWorks™ earliest convenience. All participation fees are non-refundable.

Completed Registration may be submitted online at [www.bizeworks.com](http://www.bizeworks.com), scanned and returned via email to [events@bizemoms.com](mailto:events@bizemoms.com); or mailed to: **BizEWorks c/o Tamara Hight 3330 E. Canary Way, Chandler AZ 85286**. Registration may also be submitted by fax. Please call 480-540-6794 to receive fax number for registration.

**PAYMENT DEADLINE:**

General Registration must be submitted prior to October 10, 2009 for the Harvest Festival or November 21, 2009 for Jingle Bell Jamboree. Registration may close prior to these dates if available spaces sell out.

**SUCCESS AND ATTENDANCE CLAUSE:**

BizEWorks™ greatly appreciates your participation in this event; nevertheless if your business does not achieve the desired results from participating in this event, you agree to not hold BizEWorks™ liable, financially or otherwise. BizEWorks™ also has no way to accurately quantify the anticipated public attendance for this event and would not feel it ethical to make any assumption which may or may not effect a vendor's decision to participate in the event. BizEWorks™ will advertise to the best of the group's abilities and otherwise promote the event to benefit all involved. If you have any questions or concerns, you may contact [events@bizeworks.com](mailto:events@bizeworks.com) or 480-899-9942.

**GENERAL LIABILITY:**

BizEWorks™ assumes no liability due to damages or injuries incurred as a result of fire, flood, power outage, weather conditions, lightning, natural disasters, riot, civil unrest, war, Acts of God, or any other unforeseen incidents, occurrences, activities or episodes. The failure of either party to enforce its rights under this Agreement at any time for any period shall not be construed as a waiver of such rights. If any part, term or provision of this Agreement is held to be illegal or unenforceable neither the validity nor enforceability of the remainder of this Agreement shall be affected. This Agreement constitutes the entire understanding between the Parties relating to the event and supersedes all prior representations, negotiations or understandings with respect to the event. Neither Party shall be liable for failure to perform any obligation under this Agreement if the failure is caused by any circumstances beyond its reasonable control, including but not limited to acts of god, war, or industrial dispute.



## Spectrum Festival Registration Form

Please indicate registration preference:

- Harvest Festival  
 Jingle Bell Jamboree  
 Both Events

### Exhibitor information

- Please check this box if you are a member of the Spectrum Community. Registration is open to all businesses, regardless of Spectrum affiliation.

Company name \_\_\_\_\_

Business contact name \_\_\_\_\_

Address \_\_\_\_\_

### Contact Information For Publication

Website address \_\_\_\_\_

Business phone number \_\_\_\_\_

Email address \_\_\_\_\_

### Event Preferences

Number of Spaces per event

one space \_\_\_\_\_

multiple spaces requested (additional fee per space required) \_\_\_\_\_

Electricity requested (limited availability, will be notified prior to event of status)

- Yes  
 No

Tables

- One table (8 foot by 15")  
 Two tables (to make 8 foot by 30" table size)  
 Vendor would prefer to bring own table, or have no table

### Equipment

Please provide a description of equipment such as Racks, shelving, display items, back-drops, stand-alone walls, grids, structures, etc (describe briefly including preferred location of racks and display materials i.e. on table, behind table, etc) and include dimensions if available. This assists us in placing vendors appropriately.

By signing this registration form, vendor acknowledges reading the registration contract and agrees to abide by the terms and conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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