

CEO Magazine and Pink Society



Vendor Information

Hello and Welcome to the CEO Magazine and Pink Society's Community of Vendors for the 2020 RVA Southern Women's Show.

We are super excited to provide this opportunity for the presentation of your company, products and services to the hundreds of visitors who will attend the show. Below is information to assist you in preparation and execution of your booth and stage appearances.

Please carefully review and contact our show manager, Pamela Parker, with any questions or concerns.

pam@simplyperfectweddingsva.com
(804) 317-9466

Show Rules

- No items hung or attached to backdrop
- No Vendor solicitation in aisles
- No music (unless approved by booth managers)
- No Display of products, materials, video, etc., unless described or listed in Vendor Information
- No sampling of food and/or beverage in your exhibit space

General Information

- All booth vendors should plan to arrive 1 hour prior to doors opening
- Saturday, Main stage vendors check-in behind stage at 2:30 p.m.
- Free Parking
- Upon arrival, enter front doors and report to tables located to the left of entrance. There you will receive your show badges.
- Free Internet access

****All booths will be inspected by Show producers prior to beginning of event***

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EACH BOOTH PRE-SET WITH THE FOLLOWING:

- Tables: High top or 4ft rectangle
- Chairs: 1 per booth
- Pink carpet
- White back drop
- Black linen
- Electrical power (\$25 additional fee to be paid by vendor before March 13th)
- One TV monitor (center of each booth) (CEO technicians will load monitors)

SHOW REMINDERS

- Secure your personal items
- Remove at the close of the day all trash, products, apparatus, signage, etc. (items left behind will be discarded)
- Keep booths open until the show ends, no early breakdowns.
- Provide coverage for booth at all times (two-person limit per company, no children allowed)
- Turn in vendor badges at the end of the day to CEO Pink Society Booth Managers
- All product display apparatuses must be clear, black or white
- All balances are due to be paid in full on or before March 13th

PROMOTION OPPORTUNITIES

- All Friday, Saturday and Sunday vendors are encouraged to contribute 100 promotional items for the Pink Society Swag Bag, which will be given away on Saturday
- Drop off CEO and Pink Society Swag Bag promotional items:
 - 📍 Wednesday, March 18th Richmond Race Way 2:30 p.m. – 5:30 p.m.
 - 📍 Thursday, March 19th Richmond Race Way 5:00 p.m. – 7:00 p.m.Collection at front door left of entrance

VENDORS RESPONSIBLE FOR THE FOLLOWING:

- Email logo and other social media promotional images before March 12th.
- **Mandatory** dress rehearsal for all Main Stage vendors will be held: Thursday, March 19, 2020 from 4:30 p.m. to 5:00 p.m. Main Stage
- Set up, organization and professional presentation of your products/services
- Extension cords
- Limited Props based on size of booth
- Load-in and load-out (Help is not provided to move, lift or carry booth items)
- Provide your own carts, dollies, hand trucks, etc. (No in-house storage for these items. Plan to store them in your vehicles)

• BUSINESS SIGNAGE

Standard size retractable banner (33" x 80") no larger than (24x36) poster size (easel or table-top stand)

Easel for company signage

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VENDOR INFORMATION

Complete and Submit the following information on or before March 12, 2020
 Email to: pam@simplyperfectweddingsva.com

| | | |
|--|--|--------------------------|
| Vendor Name | | Contact Phone No. |
| Business Name | | Business Website |
| Type of Signage | <i>Select One</i> <input type="checkbox"/> Retractable Banner <input type="checkbox"/> Poster | |
| Electricity Needed <i>(\$25 Fee Applies)</i> | <i>Select One</i> <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Describe Use of Electricity | | |
| Table Needed | <i>Select One</i> <input type="checkbox"/> High Top Table <input type="checkbox"/> 4ft Rectangle Table <input type="checkbox"/> No Table | |
| Description of how products/services displayed and Props Used | | |
| Collateral to be distributed <i>(Check all that applies)</i> | <input type="checkbox"/> Business Cards <input type="checkbox"/> Flyers <input type="checkbox"/> Post Cards <input type="checkbox"/> Brochures <input type="checkbox"/> Other (describe) | |
| Describe guests promotional giveaways | | |
| Promotional Upgrade Options | <input type="checkbox"/> Media Package \$75 <input type="checkbox"/> Design Set Up Fees: Flyers \$65, Banner \$99, Postcards \$75 <i>All items can be ordered through Pink Society</i> | |
| Orders must be placed on or before March 13th | | |
| Vendor Signature and Date | | |