

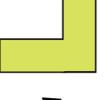


EVENT LAYOUT

&

VENDOR

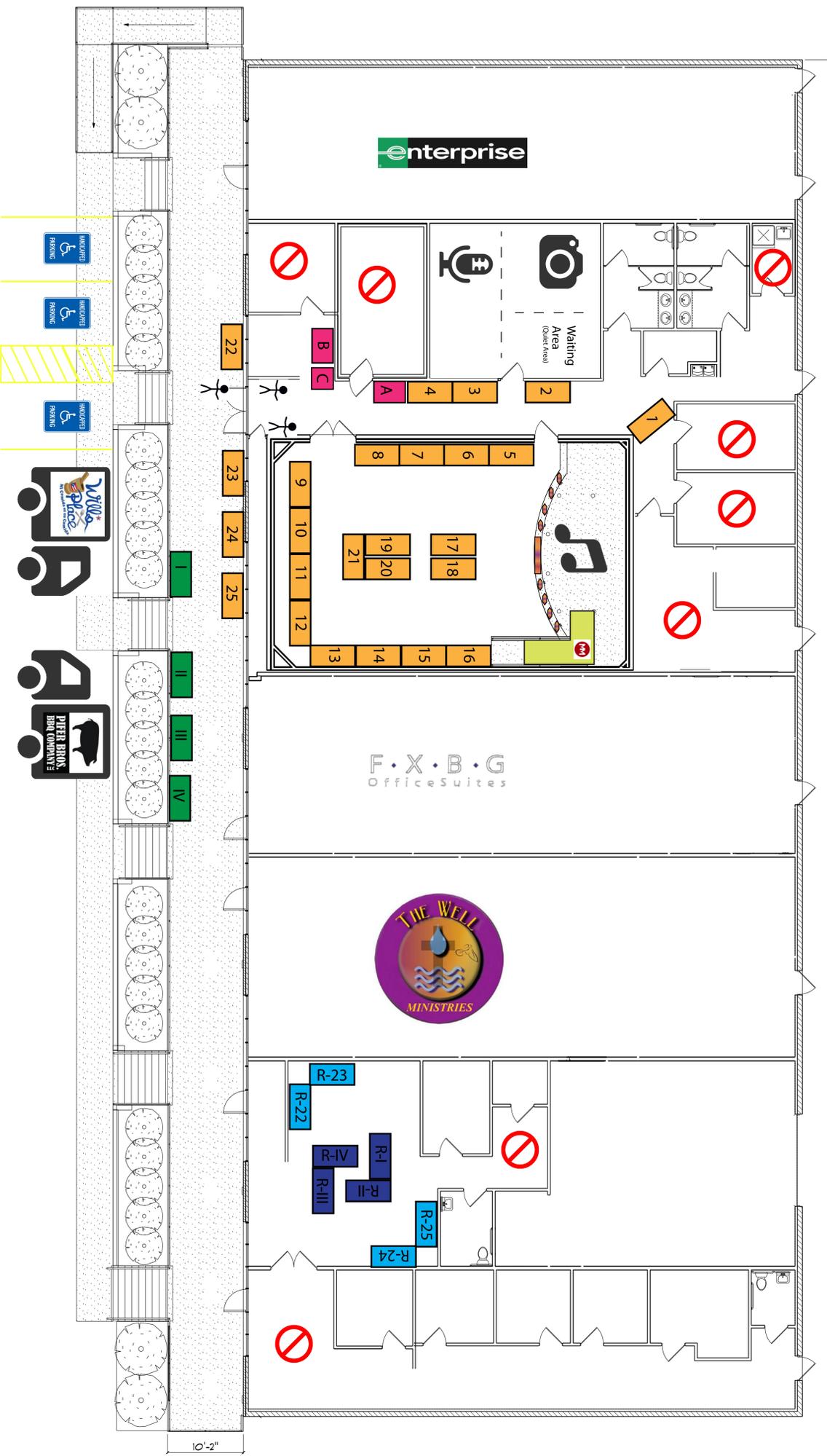
INFORMATION

-  Vendor Space
-  Donation Collection Space
-  Attendee Seating Table
-  Door Prize Form Drop-Off Box
-  Door Prize Gift Baskets
-  Vendor Spaces (Inclment Weather Alternates)
-  Attendee Seating Table (Inclment Weather Alternates)
-  Movement Mortgage Table/Area

-  Restricted Area - Do Not Enter
-  Door Greeter

-  Live Music Area
-  Interview Area
-  Photographer (Headshot) Area

-  Food Trucks
-  Handicapped Parking (DO NOT BLOCK)



1		6		11		16		21	Nathan Gist	A	Yeti Drawing
2	Cougars Football	7		12		17		22		B	Clothing Donations
3	Rappahannock United Way	8		13		18		23		C	Food Donations
4	Building Workplaces	9		14		19		24	OPEN		
5		10		15		20	Brian Thomas	25	OPEN		

It's About Your Image – May 24, 2017

Vendor Guidelines

1. You may arrive as early as noon. You need to be set up and ready for attendees by 1:30pm. Please do NOT pack up before 7pm, or you may not be invited back to future events.
2. After loading & unloading vehicles, please move your vehicle to the BACK of the parking lot, or on the side street. This will save the main spots for event attendees.
3. Do NOT block the handicapped parking spots.
4. Please do NOT block or obstruct the neighboring businesses while loading, unloading, talking to attendees, or at any time before, during, or after the event.
5. Do NOT attach anything to the walls, floor, or ceiling of the event facility.
6. Please be respectful of the event facility, and clean up after yourself. We appreciate your help with this.
7. Please do not block walkways. You will need to stay within your designated space as much as possible.
 - a. You can plan to stand in front of your table. In fact – we recommend it. You'll be more engaged with attendees, and likely have a better result from the event.
8. Spaces are approximately 6ft by 3ft. Tables will NOT be provided. Chairs are available upon request. Electric access not previously requested may not be available. Email beautyandlogicdesigns@gmail.com with questions or concerns.
9. We recommend that you hold some kind of drawing or giveaway at your table, in order to follow-up with attendees. BONUS TIP: *The easiest way to do this is to use a "business card bowl" to collect information. Quick entries for attendees and you'll have all their information to follow-up with them after the event.*
10. You'll receive 1-2 "VENDOR" badges to distinguish you from attendees. If you need multiple badges, please email beautyandlogicdesigns@gmail.com by May 21, 2017
11. Scavenger Hunt: Everyone will get a picture to place at their vendor space for the scavenger hunt. You'll need to make this visible for attendees to see. (Attendees will be looking for this, so they can complete their door prize entry.)
12. If you have not already done so, please let us know what your event-wide door prize will be. You can email beautyandlogicdesigns@gmail.com with this information. (Note: Non-Profit Organizations & Community Organizations do not need to provide an event-wide door prize.)
13. By participating in our event, you agree to the following:
 - a. Your picture, likeness, business image, logo, and information may be used in advertising and marketing materials for this event, the facility, or other related purposes.
 - b. You will obtain your own insurances as needed and applicable for your business, products, vendor space, materials, etc. You will relieve the organizers, facility, staff, and other vendors of all liability resulting from damages, loss, injury, and/or other happenings at the event.
 - c. You are not guaranteed any business gains, gratification, profits, or other returns from this event. All results are up to you.
 - d. You are an independent business, who is displaying your business at an event. You are not affiliated with or otherwise related to the organizers, facility, or other vendors at the event.
14. We appreciate your flexibility and cooperative spirit during the event. We hope to do this event again, and helpful vendors are more likely to be invited back as we grow the event.