

# Vendor Information

## 2018 International Women's Day Luncheon

### Thursday, March 8, 2018



THANK YOU FOR BOOKING A VENDOR TABLE AT THE UPCOMING INTERNATIONAL WOMEN'S DAY FUNDRAISER LUNCHEON TAKING PLACE ON THURSDAY, MARCH 8, 2018 IN SUPPORT OF FAMILY TRANSITION PLACE.

The following information outlines what you will need to know for the day of the event:

- Each vendor is responsible for the contents and set-up of their booth space. Set-up will take place on **Thursday, March 8, 2018** from 10:00am-10:45am and we are asking all vendors to be ready for business right at 10:45am. Please let us know if you have any concerns with this timing.
- Chairs will be provided for each table, but unless otherwise requested, all other items (extension cords, power bars, tape, etc.) are the responsibility of the vendor. If you do not need a table, or a 4' table is sufficient, please let us know.
- If you require power\* for your display and have not already requested a location near a power outlet, please let us know by **March 2, 2018**. We ask that your booth is presented in a clean and professional manner and that all tables in your booth are covered properly. Access to power is limited – first come, first served. Contact Kelly (details below) with your requirements.
- **EVENT MANAGEMENT IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN ITEMS WITHIN THE SHOW.** Please keep an eye on your display merchandise.
- We estimate approximately 300 guests at this event. Please keep that in mind when planning for print and advertising materials.
- All vendors will be listed on event signage and on the event website.
- Vendors are invited to offer giveaways or to run contests at their vendor table but event management will not participate in the distribution of the items or prizes.
- Due to the popularity of the event, we will be sending all registrants a notice that they are invited to arrive early in order to shop the vendor tables. The formal component of the event will end at approximately 1:30 pm, but we will encourage participants to continue to shop the vendor tables until 2:30 pm. We ask that you remain set up until that time.
- If you have not purchased a seat for the luncheon, you are responsible for making your own lunch arrangements.

Please confirm all of your requirements (power, table size, etc.)  
**NO LATER THAN MARCH 2, 2018.**

\*There is a \$10 charge for access to an electrical outlet.

If you have any questions prior to the event, please contact Kelly Lee, Events & Community Relations Coordinator at 519-942-4122, ext. 243, or [kelly@familytransitionplace.ca](mailto:kelly@familytransitionplace.ca).

Thank you for your support!