

Congratulations! You have been approved for all applied to events. We are excited for some new changes for this season to better serve & streamline our services to our artists, sponsors and patrons. We have a new website at www.blueribbonevent.com. The older version is still active and will forward you there soon. This is where all payments will be made. No invoices will be sent through Square. You will go to the website and secure your booth space.

For events more than 60 days away:

You may choose to pay the \$50 non-refundable/non-transferable booth deposit in lieu of your full booth payment. The balance is due at least 60 days before event to receive the early bird reduced rate. If balance is not paid by your due date, the balance option will reflect the loss of the early bird discount.

Any booth payment less than 60 days will be \$50 more. The rate will auto adjust at 59 days before event. If your remaining payment is not received 60 days before event, you will be moved to the waitlist. There may be no further notification. No booth fee is secure if not paid in full 60 days before an event. Your category is then open for applications. If you wish to still attend, payment must be received and provided we still have room for you, your booth is secured. If we are full, when late payment is received, you are put on the waitlist and if a space becomes available, you will be notified. Your booth fee will be held until the Friday before event. If space is NOT available, then it will be refunded by the show date.

The steps: Go to www.blueribbonevent.com.

Click on top menu for More

Click Shop on drop down menu.

Choose your event. A drop down menu will open.

If event is under 60 days you may choose to pay only deposit. (1st drop down menu) If event is under 60 days, this option is not available. You must choose full booth fee and size of booth from the drop down menu. If you choose to only pay your deposit under 60 days from event, your booth space is not reserved.

Choose any additional request for electric, corner or larger booth space. Must be approved with application. Please DO NOT choose if you did not request with application.

Choose your booth fee, if you paid your deposit you click deposit paid button (it will be \$50 less). If you apply or pay under 60 days then you MUST choose FULL payment button. It is updated with correct price automatically.

If done purchasing, then go to cart and complete checkout. If adding additional events to your cart, you may continue shopping from the All products link above event logo on the left. Upon completion of payment, a setup email will be sent to you for each event. Please note that each event setup details will be available on the website and Facebook event page approx 30 days before each event. You will receive an email confirmation of purchase for your records. If you have any questions, concerns, or problems please reach out to us!

Danielle

blueribboneventsllc@gmail.com

231-350-8277