



Prom Extravaganza
at the
East Lyme High School Commons
30 Chesterfield Road, East Lyme, CT 06333

Exhibitor Contract for March 16, 2019

Please complete the contract below, read & sign the terms and conditions pages and mail, or email, ALL pages to the address or email address below to secure your space. Upon receipt of your \$100 (fully-refundable) deposit your booth will be secured. That's right! 100% of your deposit is refundable provided you offer a raffle prize for a product or service and stay for the duration of the event from 11 a.m. - 2 p.m. Limited spots are available, so be sure to sign up soon!

Company Name: _____ Date: _____

ALL Company Services Provided:

(Please be specific and inclusive. Ex: florist, photographer, caterer, baker, planner, decorator, etc.)

Contact Name: _____

Title: _____

Phone # _____ Fax # _____

Billing Address: _____

City _____ State _____ Zip Code _____

E-Mail Address: _____

Website Address: _____

Facebook: _____ Instagram: _____

Item or service you will donate for the event raffle *(Please include value of your donation)*:

- An 8' table and two folding chairs will be provided for all vendors.
- Cancellation of your booth once your completed contract has been received and processed will result in forfeiture of 50% of your application fee.
- Cancellation of your booth after February 16, 2019 will result in forfeiture of your full deposit

Booth Requirements:

Please indicate below if you require power at your booth. These spaces are limited and will be filled on a first come, first serve basis. **Power needed:** Yes _____ No _____

Show Program Advertising

ADS DUE NO LATER THAN February 15th, 2019

Please check your ad selection below and include the ad fee with your application and \$100 Deposit. All ads will be printed in full color.

_____ Quarter page Show Program Advertising: 3.75"W x 5"H, **\$50**

_____ Half page Show Program Advertising: 7.75"W x 5.5"H, **\$75**

_____ Full page Show Program Advertising 8.5"W x 11"H **\$150**

_____ Need help designing an ad? Have our designer create one for you - **\$50**

_____ Need help editing an ad? Our designer will make a quick fix for you - **\$25**

Payment

Please enter total amount due below (including your application fee) by totaling the selections above.

VENDOR TOTAL \$ _____ include Deposit and Program Ad fee

FACEBOOK/INSTAGRAM TAG _____

Payment: Make check payable to: MLSECT **OR** Credit Card: MC, VISA, AMEX:

CREDIT CARD AUTHORIZATION

Name on card _____

Card# _____ Exp Date _____ CID _____

Billing address _____ City _____ State _____ Zip _____

Signature (required) _____

If you are paying by Credit Card and approve MLSECT to run your contracted balance upon receipt to above indicated card, **Please Sign Here** _____

MLSECT will process your payment and will send a paid in full invoice/receipt if requested.

Please email my receipt to: _____

Please mail your payment and completed application to:

The Miracle League of Southeastern CT

% Town of East Lyme

P.O. Box 519

Niantic, CT 06357

Attention: Julie Wilson

Email: jwilson@eltownhall.com

Terms and Conditions

Please sign the terms and conditions, return with the Exhibitor Contract by mail or email to the address on the previous page. Upon receipt of your application and fee/payment, your booth will be secure.

DON'T LET AN EMPTY BOOTH BECOME A MISSED OPPORTUNITY- Please have continuous staff on hand through the entire event.

Extravaganza Set-Up / Load In Hours are Saturday, March 16, 2019 from 9:00 a.m. - 10:30 a.m. All Vendors must be set up prior to the doors opening at 11:00 a.m. Please check in at the registration table upon arrival and prior to set up. Registration will be located at the main entrance. Vendors should expect to receive any updated information, be checked in, receive exhibitor badges, and directions to your booth.

All vendors may park in front of the school for unloading purposes only. After you unload your vehicle you must move it to the designated parking area.

An extra perk for you!! If you post on your Facebook or Instagram accounts that you will be showcasing at the 1st Annual Prom Extravaganza and tag @MLSECT, you will get \$25 off your program advertisement price! Be sure to write **MY\$25PERK** next to your vendor total above! After confirming your Facebook tags, we will apply your \$25 credit to your account. Your participation at the event will grant MLSECT the right to use any photographs taken of the event for promotional advertising for future events.

By Signing this Terms and Conditions Page and returning it to MLSECT with your Contract and Application fee/payment, you are stating that you have read, understand and agree to ALL of the Terms and Conditions written above regarding the 1st Annual Prom Extravaganza March 16, 2019.

Signature _____ Date _____

The Miracle League of Southeastern Connecticut is a subsidiary of the Miracle League of Connecticut, Inc. The Miracle League of Connecticut, Inc. is recognized by the Internal Revenue Service as a tax exempt, 501(c)(3) organization (ID# 45-3686774) dedicated to supporting the mission of the Miracle League. Donations to the Miracle League of Southeastern Connecticut are deductible from federal income taxes to the extent permitted by law.