



*Thank you for your interest in marketing your business at our next Wee-Cycle Mart event!*

We are excited about how fast we have grown and the success we have heard from of our vendors!

We know that our event is not for every business; however, we are also trying to improve our event each and every time and look forward to you joining us!

### **Advertising planned for Fall/Winter 2010 sales**

SHINE FM., Billboard on Rt 140, Cecil Whig, Maryland Family, Baltimore Child, Chesapeake Family Mag., Harford Parenting, Harford Kids, Carroll Families, Carroll County Times, Pennysaver, Towson Times, Direct Mail to 3000 new moms, email blasts to over 6,000 moms, flyer distribution, road signs & more!

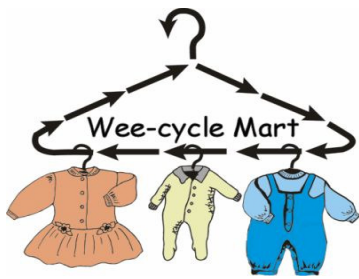
***We understand the state of the economy and will not be raising prices this season and actually have made some changes to get you more bang for your buck with us! We have added and even lowered some advertising costs.***

1. We are now including **FOR THIS SEASON ONLY** the option for all vendors to include one piece of marketing material in our 500 Goodie Bags at NO CHARGE. We encourage this to be a mini-catalog, promotional item like pen or magnet, discount coupon, or sample of some kind and NOT just a piece of paper! **ONLY ONE PIECE** per Vendor. Should you want to include more than one item the cost is \$25 per item. *You may mail or drop the 500 pieces off at 2152 Poplar Ridge Road Pasadena, MD 21122 by the SUNDAY before the week of the sale (once we start setting up we may go home til sale is over) OR you may deliver them to the SALE LOCATION the week of the EVENT on Monday, Tuesday or Wednesday between 10am – 6pm, only before the sale starts. We will not be able to put your flyers out on display or stuff bags at a later time should you miss the deadline.*
2. You will be able to pick your spot first paid, first choice – You will be contacted in the order in which you paid once floor plan has been designed. (usually 2 weeks before event)
3. We have table prices and booth prices – you know how much space you need, you know what you like and dislike being located near – so we will do our best to get you your 1<sup>st</sup> preference.
  1. Table Prices – includes 6 ft table, table cover, chair, link on Momsfest page to your website or email (if you need more than a table to display, consider a booth please as you will not be allowed to have any display on either side or in front of your table.) \$150 or \$100
  2. Booth Prices – includes 10x10 space, 1 6 ft. table, table cover, chair, link on Momsfest page to your website or email (you can bring extra tables/display racks as need etc) \$200 or \$150
4. Please note you are paying for the Saturday MomsFest event, you may set up/man your booth on Thursday, Friday & Sunday for FREE, should you so desire.

**FOR OTHER MARKETING OPPORTUNITIES on our E-Newsletters and Blog, SEE SPONSOR APPLICATION**

Please complete and fax or mail back pages 2, 3, 4 & 5 to reserve your space now!!!!

# Wee-cycle Mart & MomsFest Vendor Application



## Harford/Cecil County Event: Sept. 17-19<sup>th</sup>

[www.momsfest.com](http://www.momsfest.com)

For questions call: Blaney Spinelli 410-428-6199

This is to serve as an agreement between \_\_\_\_\_ (your name) trading as \_\_\_\_\_ (Company Name) and BC Promotions, Inc, trading as Wee-cycle Mart for the rental of vendor space in the **Harford/Cecil County Wee-cycle Mart/MomsFest Fall/Winter event Sept. 17-19<sup>th</sup>** held in Harford or Cecil County TBD.

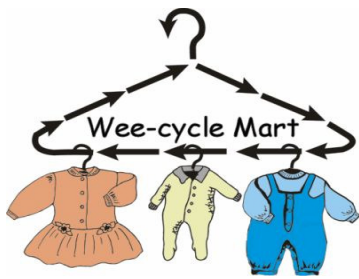
I am a: New Vendor \_\_\_\_\_ Returning Vendor \_\_\_\_\_ How many events with us? \_\_\_\_\_  
If new vendor, who referred you? \_\_\_\_\_

Each vendor will be issued 2 identification badges with his/her trading name on them. Additional name badges are available upon request. **These badges must be worn at all times by any person staffing the booth including set-up, operations and breakdown.** Wearing of badges will be enforced for security purposes and to allow free entrance all days to the event. *Number of additional badges \_\_\_\_\_.* *All badges need to be returned at end of event.*

### RULES & REGULATIONS

- 1. Assignment of Vendor Space:** Vendors will be allowed to choose their space on a first paid basis. Should you not indicate your choice, BC Promotions will choose a space for you. Final space will be assigned by BC Promotions Inc. BC Promotions Inc. reserves the right to relocate booths at any time for the betterment of the event.
- 2. Payment for Vendor Space:** PAYMENT IN FULL WITH COMPLETED VENDOR FORM. FIRST COME, FIRST SERVED OR UNTIL SPACES SOLD OUT. *Any returned check will be charged a \$35.00 fee.* Failure to pay the appropriate fee will result in loss of vendor space.
- 3. Cancellation of Vendor Space:** Vendor fees are NOT refundable under any circumstances.
- 4. Use of Display Space and Operating Restrictions:** Should any vendor fail to install his/her display within the time limits set for opening the event or fail to comply with any provisions concerning the use of said vendor space and operating restrictions, BC Promotions Inc. shall have the right of possession of said space and to re-rent said space or any part thereof. **No exhibitor shall assign, sublet or share the assigned space.**
  - All demonstrations, sales and/or promotional activities, and distribution of merchandise, flyers, and promotional materials shall be confined to the limits of the vendor space. **Hawking of consumers is prohibited. (ex. approaching customers on the sale floor)**
  - No chocolate, balloons, or tooth pics or other “sticky” food may be given away from your table/booth.
  - You may sit/stand behind your table, next to your table (if space permits) or in front of your table **AS LONG AS YOU ARE WITHIN THE PERIMITERS OF YOUR SPACE.**
  - Any firm or organization not assigned space in the event shall not be permitted to solicit business within the event area or on the premises outside.
  - Vendor shall maintain their space in a clean, safe and present a positive appearance at all times.

Initials: \_\_\_\_\_



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### Use of Display Space and Operating Restrictions: (Continued)

- No signs may be hung on the walls at anytime. If you are interested in renting a free-standing above your table sign holder, please contact Clair Dobry at 410-437-0297.
- Vendors are to park in designated vendor/volunteer parking area so that close spaces are available to shoppers. PLEASE move your car as soon as your are finished unloading.
- Vendors are responsible for CLEANING UP their spaces. Bring a vacuum if necessary. Any vendor who leaves trash etc will be assessed a \$100 fine and not permitted to return as vendor in the future.
- Vendors should smile and have a positive attitudes throughout the event.
- Vendors should greet every customer that comes over to their table and should not be reading books, playing on laptops etc. as this does not give the event a positive feel. This is feedback we have heard from the shoppers.

### 5. Vendor Hours of Set up and Operations: SET-UP TIMES ARE:

Thursday, Sept 16th . from 2pm to 6pm. (Doors open 5pm for Volunteer Pre-Sale, 7pm for New Moms)

Friday, Sept. 17th 8am – 9am. Doors open to public 9am – 7pm. (set up on Thursday preferred)

Saturday, Sept. 18th 8am – 9am. Doors open to public 9am – 3pm. (set up on Thurs/Friday preferred)

Sunday, Sept. 19th 9am – 10am. Doors open to public 10am – 2pm.

Break Down - No break down can occur before 3pm Saturday.

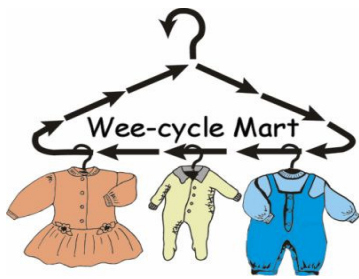
You may also break down on Sunday 8am to 10am or after 2pm. NO take down DURING show hours.

You are not required to be in attendance all days. However, **YOU MUST STAFF YOUR SPACE SATURDAY 9AM – 3PM FOR MOMSFEST.** If you have product to sell, please take precautions by covering table or putting product under table if not staffing your booth on optional days. BC Promotions Inc. is not responsible for lost or stolen products or display items. At no time during the event, can BC Promotions Inc take sales for you. Please make arrangements to be staffed during all hours you have product out for sale.

6. **Liability and Insurance:** Vendor shall protect BC Promotions Inc, the Event Venue and all Volunteers, and to save them harmless from any and all claims for damage or suits which may arise from injury, as well as lost or damage to property or persons occurring within the space occupied by the vendor. BC Promotions Inc, the Event Venue and all Volunteers shall not be responsible for the safety of any exhibit or vendor property in the case of loss by fire, robbery, theft, accident or any other destructive cause or for any injury that might occur to the vendor, his/her employees, guests or customers during the event. Vendor is hereby advised to carry insurance protection covering display materials against damage and loss and public liability insurance against injury in transit to, from, and within the confines of the vendor area, subject to the rules and regulations of the event.
7. **Space Agreement:** By signing this vendor agreement, the vendor agrees to abide by these rules and regulations and by the decisions of BC Promotions Inc. with the understanding that failure to comply shall result in any agreement, whether written or verbal, to be considered null and void.

Initials: \_\_\_\_\_

Wee-cycle Mart & MomsFest Vendor Application



**Harford/Cecil County Event: Sept. 17-19<sup>th</sup>**

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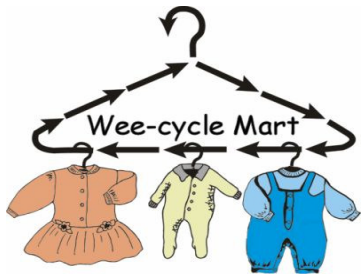
- 8. **Force Majeure:** In the event Wee-cycle Mart/MomsFest, on the dates herein specified, is canceled or prevented by reason of any governmental action, war or civil disturbance, act of God, fire, flood, hurricane, inclement weather, inability to obtain any necessary material or service or other cause beyond our control (event of force majeure) there shall be NO refunds, the risk of the same being solely the burden of the vendor.

**HOLD HARMLESS CLAUSE:**

Vendor shall assume all risks incident to or in connection with this Wee-cycle Mart/MomsFest and shall be solely responsible for damage or injury of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of vendor's operation. Vendor hereby expressly agrees to defend and save BC Promotions Inc, it's officers, volunteers, representatives and venue lessors harmless from any penalties for violations of any law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the vendor activity or conduct of its operations or resulting from the negligence or intentional acts or omissions of vendor or its officers, agents, employees or representatives.

APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Vendor Pricing- Please indicate your choices:	Space choices:	Carry Over Price
_____ TABLE SPACE: Home Based/Commercial Business	1st ____ 2nd ____ 3rd ____	\$150 \$ ____
_____ 10x10 BOOTH SPACE: Home Based/Commercial Business	1st ____ 2nd ____ 3rd ____	\$200 \$ ____
_____ TABLE SPACE: Crafter: (100% hand-made product)	1st ____ 2nd ____ 3rd ____	\$100 \$ ____
_____ 10 x 10 BOOTH SPACE: Crafter: (100% hand-made product)	1st ____ 2nd ____ 3rd ____	\$150 \$ ____
_____ TABLE SPACE: Non-Profit	1st ____ 2nd ____ 3rd ____	\$ 75 \$ ____
_____ Electric - Bring your own 100' heavy duty extension cord (limited spaces available)		\$ 15 \$ ____
_____ Punch Card Listing for Saturday's MomsFest event	<i>Limited to 12 vendors!</i>	\$ 20 \$ ____
_____ 1 Brochure/Promo Item inserted in 500 attendee bags		\$ 25 \$ _N/C_

**For other marketing opportunities with us, please use Sponsor Application.** If vendor does not take optional marketing opportunities, BC Promotions, may offer that service to another rep from same business.

Referral Fee Discount --- (\$ \_\_\_\_)

**TOTAL DUE TO SECURE SPACE \$** \_\_\_\_\_

All fees are non-refundable

**All Vendors are required to staff their table during MomsFest Saturday 9am to 3pm. All Vendors must provide a free service/activity/give-away during Momsfest. Other days are optional. You may set up Thurs/Fri/Sunday for FREE. Please let us know when you will be staffing your table:**

- \_\_\_\_\_ Thursday Pre-View Sale for volunteer, consignor and 100 registered new moms 5, 6, 7pm-9pm
- \_\_\_\_\_ Friday Open to the Public 9am - 7pm I will be there from \_\_\_\_ to \_\_\_\_
- Saturday MomsFest 9am - 3pm
- \_\_\_\_\_ Sunday - 50% off Day Open to the Public 10am - 2pm
- \_\_\_\_\_ I will not be staffing the other days but prefer to leave materials on my table.
- \_\_\_\_\_ I will not need a table at all on Thurs, Friday and Sunday.

If you would like to participate in our other Events, please check here, we will send you an app if space is available.

\_\_\_ Harford/Cecil County  
 \_\_\_ Carroll County  
 \_\_\_ Anne Arundel County

Please describe your free activity or give-away at Momsfest to each MOM: Drawing at table does not count! Activity for \_\_\_\_\_ Moms or \_\_\_\_\_ Kids  
 Description: \_\_\_\_\_

\_\_\_\_\_ I have enclosed a Check for \$ \_\_\_\_\_. Make check to BC Promotions Inc.  
 \_\_\_\_\_ I would like to use Visa/Mastercard/Discover **Please PRINT CLEARLY!**  
 Name on Card: \_\_\_\_\_  
 Card #: \_\_\_\_\_  
 Exp. Date: \_\_\_\_ / \_\_\_\_ Security Code: \_\_\_\_\_

**Mail to:**  
 BC Promotions, Inc.  
 2152 Poplar Ridge Rd.  
 Pasadena, MD 21122

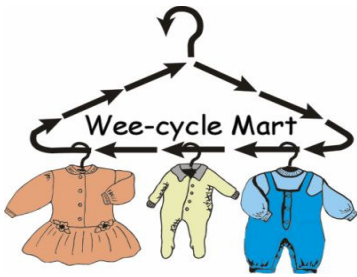
**Or fax**  
 410-437-9200  
 Questions: 410-428-6199  
[info@wee-cyclmart.com](mailto:info@wee-cyclmart.com)

I hereby agree to the above terms and fees.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FLOOR PLAN will go here when ready!**  
**We will contact you in the ORDER in which we receive your paid application to choose your space.**