

**Sun Prairie Ladies Night In
Thursday, November 21st @ The Round Table, Sun Prairie**

IMPORTANT: WE ARE CURRENTLY FULL FOR THE 11/21/19 EVENT.

Ladies Night In is an event held ~3-4 times each year with the goal of creating a night full of fun, pampering, and relaxation while also raising money for a local charity or family in need. For this event we will be supporting the Sunshine Place! If you know of a local non-profit that would like to be sponsored at future events please have them complete this form. <https://goo.gl/FlzdCp> Guests are asked to give a suggested donation of \$5 at the door. Swag bags (promoting YOUR business!) are handed out to the first ~50 guests to arrive. Raffle prizes are given away at the end of the event (must be present to win).

To participate in this event, please read the following requirements carefully. Then please fill out the contract form (link below) to reserve your spot. SPREAD THE WORD - We are always looking for NEW/MORE vendors! Think local businesses, crafters, etc. Note: Some changes have been made since previous events.

SIGN UP: Vendor spots will be filled on a first-come, first-served basis. Each table may only represent one company/business. You may only represent **one company** at this event. No duplicate companies/businesses will be accepted as vendors. (This includes having a small business that sells makeup. You must choose the small business or the makeup not both) In the event that your company is already represented when you send in your form and payment, a full refund will be issued ASAP. All registration forms are time-stamped using our Google Form. You can view a list of current confirmed vendors on the Facebook event page. After registration is confirmed (after registration closes) a confirmation email will be sent. If you do not see a confirmation and believe you have the spot please email us at sunprairielno@gmail.com.

EVENT DETAILS: Set up is from 5 - 6 pm. You must be completely set up by 5:50 pm. The event runs from 6:00 - 9:00. Tear down is from 9:00 - 10:00 pm. There will be no admittance for early set up. **Please do not arrive before 5 pm.** Please respect the fact that we need some extra time to make sure all of the tables are set correctly, spots are labeled, and vendor swag bags are distributed. Those who arrive too early or pack up early risk not being invited back for future events. Do not use tape on the walls, windows, tables, or floors. Spaces will be assigned when all registrations and contracts are received and a map will be emailed to all participants the week of the event. Make sure you bring a copy of the map to the event as we will not be printing maps for vendors.

EVENT ADVERTISING: We are working hard to advertise each event more than the last. This is where we need help! Blast it on Facebook - on your personal page, your business group/page, on community pages, etc. Help us by sharing the event flyer and the Facebook event link. Print copies of the flyers and put them up in your work break room, the local coffee shop/grocery store, etc. Please also invite everyone you know to the FB event! We are also looking for volunteers to help us spread the word by contacting local media outlets - TV, radio, newspapers. Please contact us at the email address listed below to let us know if you are able to help!

Facebook event page (please share and invite!): <http://bit.ly/2N6nC4q>

BOOKLET ADVERTISING: For \$5 you may choose to get a black and white ad that fits within a 2.5 x 5 inch space in the event booklet. Note: This is DIFFERENT than the photos and paragraph submitted for Facebook. To submit your booklet advertisement please complete this form: <http://bit.ly/2JdQZR5>

CHARITY: There will be a freewill/suggested donation at the door to the charity. If you have a non-profit who would like to participate in future events please have them read this document and complete the form: goo.gl/ml3pYG

TABLES: Please keep your display within your assigned space. You may choose to request two spots (for an extra fee) if you would like some extra room. You can request to have two tables side-by-side or have an L-shaped spot. These requests are limited and will be honored in the order that they were requested. Tables will be provided for vendors who request them until we run out. Table sizes vary - Rectangular 6' or 8'. Please indicate on the registration form which you would like. You will be notified before the event which table size you have. If you do not want a table due to other displays/clothing racks please select the "no table" option. Booth sizes are limited to table sizes.

ELECTRICITY: Is available. Please indicate if you would like electricity for your booth. We will make every attempt to accommodate everyone.

REQUIRED PARTICIPATION (or you risk not being invited

back): Swag bag contribution, raffle prize, Facebook posts, snack contribution. See below for more details on each.

SWAG BAGS: These are a required part of the event and integral to what makes this event so successful. If you don't participate you will not be invited back for future events. Please provide 100 business cards, flyers, freebies and/or any other item you'd like to promote your business. If you would like to include multiple items, make sure they are grouped together in some way - stapled, in little bags, folders, etc and make sure your items are clearly labeled including instructions if each bag gets one of each item or just one single item. Please see below for details on when/where to drop off SWAG items. If you have different items for the vendor bags vs. the guest bags, please make sure your items are separated and clearly labeled. **NOTE: If you are also participating in the 9/26/19 event, you may want to think about making this swag different from the last so the guests get different bags at each event!**

RAFFLE PRIZE: Each vendor is required to donate an item to be raffled off at the end of the night. Please bring this item with you the night of the event and put it on the raffle prize table next to the cup with your business name on it.

VOLUNTARY PARTICIPATION - STUFF THE PURSE: November 2017 we tried out a new raffle and we think it was a HUGE success. We will be procuring another AMAZING purse for raffle. If you'd like to contribute a prize and help STUFF THE PURSE please drop off your contributions with your SWAG. All vendors who participate will be included in our STUFF THE PURSE page in the booklet as a special thank you. Anything that you would find in your purse would be perfect for Stuffing the Purse (gift cards, brushes, jewelry, wallets, makeup etc. - Be creative and make sure it represents your business)!

RAFFLE TICKETS: Each guest will be eligible to earn: 5 raffle tickets for visiting all the vendors and getting signatures, and one ticket for each \$5 spent at any vendor. If they spend \$50 they get a bonus raffle ticket (ie 10 raffle tickets for a \$50 purchase plus one more for a total of 11 raffle tickets). Tickets can also be earned for booking parties etc. Vendors will mark in the book how many tickets were earned. The charity will distribute all tickets. Tickets are duplicate tickets - The guest will keep one side and put the other one in the cup next to the prize they want to win. At some events we may offer the option at the door to purchase additional raffle tickets if guests would like to do so (usually \$1 each or 6 for \$5).

PURSE RAFFLE TICKETS: At this time they are only available for purchase with all profits going directly to the charity being sponsored. This may change depending on the purse purchased.

FACEBOOK POSTS: Please upload a business logo and up to pictures showcasing your business/products and a spotlight summary/description of business. This information will be used on Facebook to promote the event.

To submit your facebook advertisement please complete this form:

<https://drive.google.com/open?id=1-cQr8eA9GjDdXLIUQHxvIAAv7dQKqvQX3P9VYkTBxbk>

The sooner you can send this, the better (but please make sure it is completed before October 14th)!

SNACKS: So we do not need to raise the cost of the event to the vendors more than necessary, we are asking each vendor to provide either an appetizer or dessert at their booth (think finger-foods that go well with ladies night and wine). Having different snacks at each table will also promote the idea of intermingling and checking out all of the vendors. We will provide plates and napkins for people to grab. Please think about the display of whatever you choose to bring. We want this event to continue to be classy and fun. Store-bought items in their original container are neither. At least put it on a nice platter!

IMPORTANT DATES:

Now on a Google Calendar! goo.gl/XYXqGP

July 15: Registration open for vendors who were at the 2/18 event. Re-reserve your spot NOW!

July 29: Registration continues for all vendors. Early Bird Discount still available. - \$35 for a single booth or \$50 for a double booth.

October 14: Last day to register. Facebook posts and booklet ads are also due (see above for details on how to send those to us).

November 3 - 9: Drop off swag bag items (we will not allow day-of bag-stuffing) at Rachel Hanson's house: 1781 Dickson Dr. Sun Prairie, WI 53590 or Bridget Nawrot's home: 849 Willow Brook Trl Sun Prairie WI 53590.

There will be a bin outside the front door to place these items in. We may not be able to accept items dropped off after this date.

November 21: Arrive between 5 and 5:30 to deliver your raffle prize, set up your booth, and set out your snack contribution. Be ready for a fun and relaxing evening with the ladies!

There will be a contest again so if YOU want free admission for the next event, and extra advertising through Facebook and through the the booklet make sure your SWAG and raffle prizes are the BEST!

REGISTRATION/ADVERTISING FEES:

Note - If you are a registered and confirmed vendor for the 9/27/19 event, you can take \$10 off a single table and an additional \$5 off for a second table (so \$35 or \$45, respectively) plus half-price booklet advertising!

Booth Reservation - \$40

Booklet Advertising - \$5

Double-wide area or L-shaped spot - add \$20

In the event that spots are still open after the registration deadline, we may make them available to additional vendors at a potentially increased fee.

PAYMENT: Payment is to be made using PayPal - a free service, even if you don't have an account. Do NOT check "paying for good or service" (alternatively you may add on an extra \$1.50 for fees that will be deducted) by visiting: [paypal.me/SunPrairieLNO](https://www.paypal.me/SunPrairieLNO) **Please add your name and business/company and event date in the notes section, along with a note specifying that you are adding advertising or requesting a larger booth, if applicable.**

Contract and payment must be received by the date listed above to reserve your spot. Vendors will be accepted based on first to submit contract *and* payment. In the event that your company is already represented when you send in your form and payment, a full refund will be issued ASAP. Please note: Late registration charges may apply for contracts and/or payment sent in after the cutoff date, so please send in *both* right away.

REGISTRATION: Once you have registered and been confirmed for the event, you are expected to be there. Should something arise that will prevent you from attending, you will either need to find a representative from the same company to fill in or you will forfeit your registration fee. After reading this document, you can find the Event Vendor Agreement and Commitment Form here: <https://forms.gle/duyrBu9MPTWD38Kn8>

NOTE: Do NOT put questions in the registration document. We don't always review each entry until we need to. We want to be timely in answering all questions. So if you have a question please either email us at sunprairielno@gmail.com or message us through facebook. Both are monitored.

Thank you in advance for your participation! We look forward to working with you! This will be the biggest and best Ladies Night In yet! Contact Sun Prairie Ladies Night Organizers at SunPrairieLNO@gmail.com with any questions, concerns, or suggestions!

Inclement Weather Policy: We follow the Sun Prairie Area School District for inclement weather. In the event the school district cancels school and/or cancels evening activities we will then evaluate cancelling or postponing. Refunds will be considered on a case by case basis.

Professionalism and Presentation: We know this seems silly and obvious, but after complaints at a previous event, we unfortunately need to add this into our contract: It is imperative that all of our vendors represent themselves, their companies, and our community in a positive manner. This includes (but is not limited to) having a tidy display, working products, and clean samples (when applicable). All of us reflect on each other and the event as a whole.

We've built a great group of vendors and a following of loyal customers and we want to continue to grow. Failure to be professional and have a clean presentation at your table may, unfortunately, result in not being invited back to future events. Please note - We're not saying you can't enjoy yourself at the event. We are not saying you cannot enjoy an adult beverage (it IS Ladies' Night, after all!). We just need to make sure that the products and services we are offering our customers is top-of-the-line. We reserve the right to change your acceptance status at any time (with a full refund, of course) if we have received serious complaints regarding safety. Please know that a decision like this will not be made without serious consideration and discussion from the Organizers and Assistants.

Problems Registering? Occasionally people have problems registering using the google form. We usually figure out it's due to hardware/software on user end. Here are some things to try if you can't get registered: Close the windows and reopen it, try a different device (switch computers, phones, tablets etc), restart computer. All else fails shoot us a message.

Thanks!

Bridget Nawrot - Owner, Monogramming by Bridget

[facebook.com/monogrammingbybridget](https://www.facebook.com/monogrammingbybridget) 608-852-8759

Rachel Hanson - Pampered Chef Independent Executive Director, Recruiter, and TEAM Trainer

[pamperedchef.biz/Hanson](https://www.pamperedchef.biz/Hanson) 608-692-6223

Important Links:

[Event Info Sheet \(this document\)](#)

Event Vendor Agreement and Commitment Form: <https://forms.gle/duyrBu9MPTWD38Kn8>

[Event Deadline Google Calendar](#)

Facebook post/Booklet links: <http://bit.ly/2JdQZR5>

[Non-Profit Application](#)

Facebook event page - including current confirmed vendors (please share and invite!): <http://bit.ly/2N6nC4q>