

11th Annual (Virtual) Autumn Goddess Retreat Festival

Saturday, September 26, 2020 ~ 10 a.m. to 6 p.m.

www.AutumnGoddessRetreat.com

Booth/Business Name: _____

Primary Contact Name: _____

Address: _____ City: _____ St ____ Zip: _____

Telephone: _____ Cell: _____

Email: _____ Website: _____

Please be sure to read through the entire application, sign and submit to Linda Dieffenbach along with payment for your booth. Payment due no later than 8/31/20. A \$25 late fee applies to any applications received after 8/31/20.

_____ **Virtual Sponsor Vendor Booth @ \$100:** Includes virtual vendor booth, featured web and event app listing, and increased social media promotion. Up to 50% of your sponsorship fee goes directly to support DVCCC.

_____ **Standard Virtual Vendor Booth @ \$35:** Includes virtual vendor booth and website listing.

Brief description of products/services:

\$ _____ : **Total Amount Enclosed (online payment options available on the event website).**

For online payments, please scan and email your contract to Linda@autumngoddessretreat.com (or mail to Wellness in Harmony at PO Box 28, Kimberton PA 19442).

Please submit a jpg image of you, your services/products or your logo to be listed on the AGR website. E-mail to Linda@autumngoddessretreat.com. We cannot guarantee that late submissions (after 8/31) will be added to the website.

Upon receipt of your payment and vendor agreement, you will be assigned a link and login to our event management app, where you can set up your Autumn Goddess Retreat showcase. This includes the option to upload a promotional video, livestream during the event, highlight your services/products, and provide and link for people to shop or book services with you during the event. The app also allows you to engage with attendees through discussions, messaging, and other fun tools.

Booth Regulations

PROMOTION: All vendors are expected to actively promote the event to their community. Please post it on your website, share with your network, post flyers in your local community, and promote through Social Media and other marketing outlets. Add the event to your FB and other Social Media pages. Post about the event and your offerings on the event pages and your own pages to boost exposure and interest. Get the word out to as many people as possible. The more the merrier! Hashtags: #autumngoddessretreat #autumngoddessfestival **ALL interactions with participants and other vendors must be kind and professional.** Anyone reported for inappropriate or rude behavior will be removed from the event and not permitted to return to future events. **Follow state sales tax considerations.** AGR sponsors and its volunteers are not responsible for sales tax. This is the sole responsibility of the vendor.

Signature of contract and submission of payment indicates your agreement to the **terms of this contract.**

All payments and signed contracts due by August 31st. Late charge: \$25 extra.

You will receive email confirmation within a week after receipt of contract and payment. Please call Linda at 484-354-0499 if not received as this is the only way to guarantee you will have space for the event. Keep a copy of the vendor agreement for your records. **No vendor will be permitted to set up without a signed contract and payment in full.**

No refunds will be given due to inclement weather, cancellations, emergencies or no show.

Set up:

All virtual booths must be set up no later than Saturday, September 19th.

Please Read and Sign:

I understand the regulations for the 11th Annual Autumn Goddess Retreat. I understand that Linda Dieffenbach and the Autumn Goddess Retreat make no guarantees of attendance or vendor income during the event.

I/we will not hold Linda Dieffenbach, Wellness in Harmony, Whova, its board, officers, or associates legally responsible for any loss incurred during the event of September 26, 2020. I am responsible for insuring my business and property, and I will be responsible for any claims or refunds due to the clients whom I provided a service or a product to at the event.

Vendor Signature:

Print Name: _____ Signature: _____

Remember to maintain a copy the complete vendor agreement for your business records.

Please send in your application and payment ASAP to hold your space. We advertise through, flyers, social media, press releases, online etc. to reach Chester County and surrounding areas and will include your listing on www.AutumnGoddessRetreat.com We appreciate your assistance in sharing information with your community, networking at other shows you attend, posting flyers, emailing your clients, customers and friends about this exciting event. A big thank you to all of you!

**Make checks payable to:
Wellness in Harmony llc**

Date application mailed: _____

Mail to:

Linda Dieffenbach

PO Box 28

Kimberton PA 19442

Phone # 484-354-0499

Linda@autumngoddessretreat.com

Check # _____

Office Use: Date Received _____

Virtual Goddess Goodie Bag Giveaway

Each virtual booth has a space to create a special promotion or giveaway. We encourage all vendors to take advantage of this as an opportunity to attract and engage with participants during the event. You can promote this in the app, letting people know about your giveaway. When people sign up, you can add them to your contact list to continue building a relationship with them.

Some fun ideas to consider:

- Info cards and tip sheets
- Video or audio downloads
 - Previously recorded classes
 - Meditations
 - Music (yours)
 - Tutorials
- E-book
- Recipes
- Meal plans
- E-Courses
- Gift Cards towards future services or products
- Free consultations

Be creative and have fun with this. Create something that people will get excited about and will bring them back to your business after the event. And be sure to chat it up on Social Media and in the app to get people to your booth.

We will be promoting this as a continuation of the Goddess Goodie Bags that were given last year, so people will be looking for your offers. We want to get everyone excited about the event and your businesses.