

BEPC
Conscious Wellness Expo
Saturday, June 23, 2018



Kent Commons
525 Fourth Avenue N., Kent, WA 98042
10:00 AM – 5:00 PM

VENDOR INFORMATION SHEET

SUBMIT PAYMENT AND APPLICATION BY 01/31/18 AND RECEIVE \$25 OFF YOUR REGISTRATION

Date and Time: Saturday, June 23, 2018. Doors open to the public at 10:00 AM and close at 5:00 PM.

Registration: The enclosed Application form (with Release & Indemnity Agreement) must be read, completed, signed and mailed to the BEPC address shown on the Application form, along with your registration fee. If you choose to use *PayPal* (linked below) you can email your completed and signed application to bepcexpo@gmail.com. All applications are subject to approval by BEPC.

Registration Fee: \$125.00 Make check payable to: BEPC. If you choose to use *PayPal* there is an additional \$4.00 Convenience Fee.

Booth Set-Up: You may begin setting up your booth on Saturday, June 23, 2018 starting at 8:00 AM. Set-up must be completed by 9:30 AM Saturday. The room is well lighted and it is not necessary to bring extra lighting but, you may if you desire. Bring your own extension cord and Painters tape to keep the cord in place and prevent anyone from tripping over the cord. Please ensure your floor area is cleaned up at the end of the event. You will be responsible to any damage to chairs, tables and floor area in your booth. Please notify BEPC immediately of any damage to your booth space.

Table Space: Table space will consist of two 6 ft. X 2.5 ft. tables and two chairs. Due to the number of our participants, this space restriction will be enforced. Dividers, decorations, etc. are encouraged.

Parking: After unloading, please move your vehicle to the Regional Justice Center, courthouse parking lot. Please do not park in the Kent Commons parking lot. That is for your customers.

Safety: To ensure a safe (fire regulations) and healthy (allergies, etc.) for everyone, burning of incense, candles, or other related items, is prohibited. *No Exceptions*, we appreciate your full cooperation.

Tear Down: The Expo closes Saturday at 5:00 PM Booths must be dismantled prior to 6:00 PM. You will be responsible for a \$30 fee if you fail to be out of the facility by 6:00 PM.

General Information: You are expected to remain in your booth throughout the day, except for reasonable breaks. We are a non-profit 501C and use door prizes given by you to gift the public attending the event. You are expected to donate a door prize. It is a tool for you to promote your business and for us to collect data on attendance. Be prepared to donate a door prize the day of the event. Make sure your contact information is included including booth number so they can come and thank you.

Cancellations: Cancellations must be in writing and received by BEPC at least 30 days prior to the Expo for a full refund. Cancellations, in writing, received less than 30 days prior to the event, will incur a cancellation charge of 50% of the registration fee. The balance of the registration fee will be refunded by check. Absolutely no refunds will be provided seven days prior to the Expo. If you choose not to participate on the day of the event, no refund will be provided. No exceptions.

Contact Information:

Email BEPCXPO@gmail.com or BEPC Expo Event Coordinator Nancy Congleton, Ph. 206-423-2276, website: <http://www.bepcweb.org>

To register:

- ◆ Complete this Application form and sign the Release and Indemnity Agreement
- ◆ Include your \$125.00 registration fee (make check payable to BEPC) \$129 if using *PayPal*
- ◆ Mail to: Wilfred Moy – BEPC, PO Box 60224, Renton, WA 98058 (up to 10 days prior to Expo)
- ◆ For online registration, email your completed and signed application to bepcexpo@gmail.com



VENDOR APPLICATION

(PRINT LEGIBLY)

Business Name: _____ **Phone:** _____

Applicant's Name: _____ **Cell Phone:** _____

***E-Mail Address (Required):** _____

Mailing Address: _____ **City, State, Zip:** _____

Website URL: _____

Facebook: _____

Twitter: _____

Indicate Type of Service, and Product(s): () READER () HEALER () OTHER

Tell us about the service you will be providing at the Expo. This information will be printed in the Expo Program Guide and website. (Program information is limited to approximately 50 words)

Please indicate 1st, 2nd, 3rd choice of booth location from the seating map: _____

Number of people in your booth: _____ **Do you require electrical power? Yes / No** ____

Please bring your own power extension cord. Bring room dividers if you need slight privacy from the booths on either side of yours. Booth décor is pleasing and encouraged.

NOTE: IF YOU ARE SHARING A BOOTH, PLEASE COMPLETE AN APPLICATION FOR EACH BUSINESS. LIMIT (2) PARTICIPANTS

Please indicate the total number of chairs that you require: _____

Would you like to have table cloths provided at no charge for your booth? Yes/No _____

Please note any special needs: _____

NOTE: YOU ARE RESPONSIBLE FOR FILLING OUT AN APPLICATION FOR EACH BUSINESS OCCUPYING A BOOTH (MAXIMUM OF 2) SO INFORMATION IS IN THE PROGRAM. THANK YOU!

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RELEASE & INDEMNITY AGREEMENT

I state that I wish to participate in the Expo, June 23, 2018, offered by the BEPC. In consideration for the right to participate in this BEPC event, I hereby release BEPC, its volunteers, instructors, officers, and members from any and all liability claims and causes of actions arising out of or in any way connected with my participation in the BEPC Expo. I personally assume all risks in connection with this event and further agree to indemnify and hold harmless BEPC, its volunteers, members, instructors, and officers from all liability, claims and causes of action which I may have arising from my participation in this event.

The terms of this Agreement will serve as a Release and Indemnity Agreement for my heirs, personal representative, and for all members of my family, including any minors. I further state that I am eighteen (18) years of age or older and legally competent to sign this release, that I understand these terms are contractual, and not a mere recital, and that I have signed this document as my own free act.

I have fully informed myself and understand the contents of this release and indemnity by reading it before I have signed it. I am responsible for the contents of this application.

I understand that I am responsible for any damage to the floor, chairs, and tables in the booth that I am occupying.

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ALL BOOTH PARTICIPANTS MUST SIGN A RELEASE FORM

Print Name _____

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

NOTE: YOU ARE RESPONSIBLE FOR FILLING OUT AN APPLICATION AND PROVIDING A DOOR PRIZE FOR EACH BUSINESS OCCUPYING A BOOTH. THANK YOU!