

12th Annual
CUPCAKES & COCKTAILS

"A Diva Soiree"

PRESENTED BY 202 MEDIA & EVENTS CONCIERGE



May 18, 2019

1:00 p.m to 6:00 p.m.

FOP Lodge 89 Park & Pavilion

2905 Old Largo Rd.

Upper Marlboro, Maryland

Phone: (470) 244-8248

Email: events@202mediaevents.com



[CupcakesCocktailsSoiree](#)

www.202MediaEvents.com



[Cupcakes.Cocktails.Soiree](#)

SPONSORSHIP & VENDOR APPLICATION

Please scan & return the completed commitment form and the signed terms & conditions to:
events@202mediaevents.com.

PAYMENT OPTIONS: 30% deposit + 3% PayPal Fee is due to secure sponsorship. 50% deposit +3% PayPal Fee is due to secure vendor space. All payments must be paid via Pay Pal at events@202mediaevents.com

COMPANY NAME:

CONTACT PERSON:

PHONE:

CONTACT EMAIL:

WEBSITE:

FACEBOOK:

INSTAGRAM:

COMPANY ADDRESS:

CITY:

STATE:

ZIPCODE:

List the products/goods that will be sold OR displayed at your table: PLEASE BE SPECIFIC (exhibitor agrees that there will not be any changes in products/services as described above without permission from Altonia Dugar)

SPONSORSHIP

- ☐ Kick Ball Charity Game: \$500 ☐ DMV Leading Lady Award: \$500
- ☐ Game Zone: \$425 ☐ Small Business Sponsor: \$425

VENDOR

- Pop Up Shop ☐ \$300 ☐ \$375 *(after 12/31/18)* Exhibitor & Mobile Truck Vendor ☐ \$200 ☐ \$275 *(after 12/31/18)*
- Virtual Vendor ☐ \$50 ☐ \$75 *(after Jan 1, 2019)* Additional Table(s): @\$10 each: Qty_____
- Polyester Table Cloth: @\$15 each: Qty_____

TERMS & CONDITIONS

BASIC INFORMATION: Only the business/company/organization responsible for the exhibitor contract may occupy the space. Your booth/table must represent only the business that is contracted for Cupcakes & Cocktails "A Diva Soiree"™. More than one business may occupy a double exhibitor space, determined at the sole discretion of 202 Media Event & Concierge. Please note, if double business occupancy is granted, each business must complete a separate exhibitor application and the applications should be submitted together. 202 Media does not warrant or guarantee any results of the event nor does 202 Media guarantee a number of attendees or Sponsor/Vendors. _____ (please initial)

SPONSOR/VENDOR REPRESENTATIVE: Company must designate one person as its representative. This person is the direct contact that the event producers will work with. This person is responsible for set-up and breakdown the day of the event.
_____ (please initial)

PAYMENT: Payment must accompany this application and all payments are final, non-refundable and non-transferable
_____ (please initial)

BOOTH ASSIGNMENT Event producers will assign booth spaces. Various sponsors are assigned designated spaces based on sponsorship level. All other vendor slots are randomly selected. A sponsor shall have no determination in space and cannot cancel agreement based on event producer's assignments.

SET UP: Must be setup and ready to sell by designated time. All exhibitors MUST enter the venue through the appropriate loading area which will be communicated. Details on setup times will be forwarded to sponsor/vendor a minimum of 30 days in advance. Set up to be completed 25 minutes before start of event. Must vacate venue 1 hour after end of event. Notwithstanding the receipt of all documentation and full payment, 202 Media reserves the right to deny any application prior to the time of Sponsor/Vendor setup at our sole discretion. _____ (please initial)

EQUIPMENT: All tents, additional tables, and any other equipment must come from our preferred vendor. No outside equipment or your personal equipment will be allowed – no exceptions. _____ (please initial)

SECURITY: You may leave your table at your own risk; we will not be responsible for your belongings and therefore suggest you always have someone at your table. _____ (please initial)

HOURS OF OPERATION: Your table must be open 30 minutes prior to the event start time and remain open until the end of the event. Load-out cannot begin until the event has ended. Early load-out will not be permitted as it is disruptive to the event and disrespectful to other participants and event attendees. If you load-out early, you will not be allowed to participate at future events. _____ (please initial)

PARTICIPANTS: All participants, assistants, and volunteers must be 18 years old or older _____ (please initial)

CHECK IN AND OUT: All exhibitors must check in prior to the event opening and must have space inspected before leaving.
_____ (please initial)

PARKING AND VEHICLES: Vehicles will need to be parked in the parking lot during the event. We ask that exhibitors park toward the back of the parking lot to keep the front open for other business establishment occupants and event attendees.
_____ (please initial)

CLEANLINESS, HOUSEKEEPING AND CONDUCT: All refuse must be disposed of. Your space (front, back, and surrounding area) must be kept free of garbage and debris and always be neat and clean. _____ (please initial)

SOLICITATION: All exhibitor activities must be maintained within the allotted exhibitor space. No exhibitors may distribute materials or solicit business from an area other than their designated table space. _____ (please initial)

SEVERE WEATHER: In the event of severe weather conditions, the event will NOT be cancelled. The event will be rescheduled within 60 days of the original date. Exhibitor’s fees will not be refunded. _____ (please initial)

PROMOTIONS: As a participant, I understand that I must help promote the event through word-of-mouth, newsletters, website promo, ticket giveaways, email blasts, and social media outlets. _____ (please initial)

DRESS CODE/BEHAVIOR: Although we do not have a written dress code, we expect everyone associated with this event to be neat, clean, have good personal hygiene, and unfailingly courteous and friendly. We reserve the right to have anyone removed from your table/booth that we believe is not a credit to the event or your business and/or close your table permanently. _____ (please initial)

INSURANCE AND LIABILITY: Exhibitors are fully responsible for obtaining all licenses, insurance or permits required and adhering to all applicable laws, ordinances or statues. Permits include but are not limited to a sales tax permit as well as health permits for any Sponsor/Vendor selling, displaying or sampling food. Fire and theft insurance covering the exhibitor’s property, if desired, must be taken out by the exhibitor at his/her own expense. Neither Cupcakes & Cocktails “A Diva Soiree”™ nor the venue will be liable for damage done in your exhibition area or any loss of exhibitor’s property through fire, theft, accident or any other cause. Exhibitors are always expected to maintain personnel in their exhibit space during the show hours. All merchandise and portable exhibits are to be covered during non-exhibit hours. _____ (please initial)

HOLD HARMLESS: By signing this Release and Indemnity Agreement, you affirm and agree to hold harmless 202 Media & Event Concierge, Event Staff, Altonia Dugar aka Mz. Sixx, Naturally Lupie, venue, its directors, officers, employees, agents, volunteers, and assigns from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business. _____ (please initial)

I am applying for participation as an exhibitor at the 2019 Edition of Cupcakes and Cocktails “A Diva Soiree”™ as shown by my selected choices on page 1. By signing below, I agree to the governing guidelines of Cupcakes & Cocktails as outlined. I understand that all fees paid are Final, Non-Refundable & Non-Transferable. Payment must accompany the application. I have read and agree to the above Terms and Conditions of this contract

Print

Signature

Date