



Vendor Contract: SK Small Business Showcase



Event Planner Information

Little Wonders Event Management
Jennifer Draper
jennifer@littlewonders-sask.ca
www.littlewonders-sask.ca or
www.linktr.ee/littlewonders-sask
Instagram @ littlewonders.sask
Facebook Event: SK Small Business Showcase

Event Date & Times

Saturday, September 24, 2022
10:00am to 4:00pm

Vendor move in can start as early as 8:00am. Set up must be complete and ready to open at 10:00am.

Tear Down Time is at 4-5pm. **Tear Down is not permitted until the showends at 4:00pm. If vendors leave early, you are subject to a \$50 fee.**

Event Location

Legends Centre – Warman, SK
Green Gym
701 Centennial Blvd.

Vendor Initials _____

Event Information

The SK Small Business Showcase is a 75+ Vendor Trade Show highlighting businesses from around Saskatchewan.

We will have bouncy castles, face painting, Princess/Super hero visits, and more!

If your booth will be showcasing food items, please ensure that they are properly labelled for any allergens people may have.

The show will be promoted on social media and my website beginning right away. This is a First Time Show (and during a time when things are just starting to open up again), so the number of visitors can't be estimated, but if we all work together to promote on social media, we can definitely get the word out for a busy day! I'll be running promotions and giveaways leading up to the event, and I am hoping to get some media exposure as well.

Only 5 booths will be permitted for MLM entrepreneurs, as the focus of the show will be promoting local Saskatchewan businesses.

Admission

\$5 for ages 10 and older. A portion of all admissions will be going to the Little Wonders Family Program & Ronald McDonald House Saskatchewan. Food Bank Donation Bin will also be on site.

Door Prizes

All attendees that bring 3 or more Food Bank donation items to the show will be entered to win a Door Prize. They do not need to be in attendance to win the prize. If you would like to contribute an item to the Door Prize, please note that in your application form.

Swag Bags

The first 25 attendees through the door will receive swag bags. Vendors have the option to put items into the swag bags if they wish. This can be a coupon or discount code towards your products/services, samples, branded items like pens, etc. It does not have to be large items, just something fun to encourage early shoppers to come for a bag.

Vendor Initials _____

Electrical & Wi-Fi

If you will require electrical, please ensure you note it below, as I will be doing my best to ensure all booths requiring power are on the perimeter of the room. Extension cords are not provided, so please bring one or two with you. There is no additional cost to receive electricity to your booth. Wi-Fi is complimentary.

Rates & Payment Info

Please note, your booth is not considered as "Booked" until the completed contract and booth fee are received. Booth fees are listed below. Fees are non-refundable unless the show needs to cancel for some reason. If you do pull out of the show, and I am able to fill your space, I will refund 75% of your fee and bill a 25% cancellation fee. If I am not able to fill the space, or it is less than one month prior to the show, the fee is non-refundable.

There will not be drape for the booths for this show, so please ensure your signage is free standing / table sign / table banner

Fees can be sent via eTransfer to jennifer@littlewonders-sask.ca
I can also accept credit card payment via Invoice from QuickBooks. eTransfer is the preferred payment method, if possible. Receipts will be issued on show day for eTransfer payments.

Booth Fees: Include 8' Table (No Linen) & 2 Chairs
Early Bird Rates are in effect until June 24th, 2022

Standard Booth: \$75
Early Bird Rate: \$60

Makers Booth (Products are all hand-made): \$65
Early Bird Rate: \$50

Double Standard Booth: \$140
Early Bird Rate: \$110

Double Makers Booth (Products are all hand-made): \$120
Early Bird Rate: \$90

Vendor Initials _____

Sponsorship Information

If you are interested in being a sponsor for the event, please indicate that on your Vendor Information Form.

Title Sponsor – 1 Available - \$500

Includes:

Booth with Table & 2 Chairs

Full Page write up in the Show Hand Out & Rear Cover

Permanent Advertisement on www.littlewonders-sask.ca Donor Page

Professional Photographs of your Booth/Product

Instagram Story Video (up to 1 minute) promoting your company on

@littlewonders.sask on Show Day & one in advance of the show.

10 photos shared for your business feature on Insta & Facebook vs. Standard 1

Logo on event banner, social media images, posters, and Show Handout Cover

Premium Sponsorship: \$350

Includes:

Booth with Table & 2 Chairs

Half Page write up in the Show Hand Out 5

Professional Photographs of your Booth/Product

Instagram Story Video (up to 1 minute) promoting your company on

@littlewonders.sask on Show Day & one in advance of the show.

5 photos shared for your business feature on Insta & Facebook vs standard 1

Standard Sponsorship: \$250

Includes:

Booth with Table & 2 Chairs

1/4 Page write up in the Show Hand Out

Instagram Story Video (up to 1 minute) promoting your company on

@littlewonders.sask on Show Day.

3 photos for your business feature on Instagram & Facebook vs. standard 1

Vendor Initials _____

Vendor Information

Company Name:

Contact Name:

Company Address:

Cel Phone:

Company Email:

Website:

Facebook Page/Instagram:

What Item (if any) will You Be Donating to the Swag Bags? Please state item &value:

Would you like to donate an item to the Door Prize? If so, please state item & value:

Do you require electrical? (First Come/First Serve for Wall Spots)

Were you interested in a Sponsorship Package?

Please give a brief description of your business (when you started, your vision, what you do, etc.) so that I can do a vendor profile on the Facebook and Instagram page this summer leading up to the event.

I (Please Print) _____ accept and agree to follow the terms and conditions listed above for the SK Small Business Showcase, presented by Little Wonders Event Management.

I understand that an event photographer may be on site for the event and that my image, and/or the image of my booth/products may be used in future marketing for Little Wonders Event Management.

Little Wonders Event Management cannot be held responsible for the actions of trade show attendees, vendors, or venue staff.

Dated: _____

Signature: _____

******Please include one photo and your logo with your application form, as I will need them for your Instagram/Facebook features.***