



@ Texas Station - Dallas & Houston Ballrooms

Saturday, October 21, 2017

10:00am to 3:00pm

BUSINESS NAME: \_\_\_\_\_ BUS. PHONE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

WEBSITE URL \_\_\_\_\_

Brief Description of Merchandise, Services or Community Resources you intend to sell, offer, or demonstrate:

All applicants must submit Full Payment with the signed application. Any Vendor who intends to offer a food item must get prior approval from the Event Organizers. Each Booth Space includes a 6 foot Table, 2 chairs and a table cloth.

**Application must be submitted on/before Wednesday, August 31, 2017 to receive Early-Bird Pricing!**

**BOOTH PRICES:**

**Regular Booth Prices**

**Non-Member Price** (Includes SPOTLIGHT Annual Membership) **\$650**

**SPOTLIGHT Member Price** **\$450**

**Non-Profit Orgs or Gov. Agencies** **\$300**

**Current SPOTLIGHT Guide Advertiser** **\$100**

ELECTRICITY Request: **YES NO** (circle one) additional charge **\$20**

Total Booth Fee included: \_\_\_\_\_

**Please make Checks Payable to: SPOTLIGHT Senior Services Las Vegas**

Signed Agreements with Full Payment can be submitted at the SPOTLIGHT Breakfast/Mixer Events or you may submit by mail to:

**SPOTLIGHT Senior Services Las Vegas, PO Box 80041, Las Vegas, NV 89180**

I, \_\_\_\_\_, have read the complete Event Rules & Regulations of SPOTLIGHT Spectacular 2017 and will hereby adhere to the stipulations that have been outlined and will be subject to any actions if I or members of my party do not comply. I agree to hold harmless the event, the Texas Station & facilities, and SPOTLIGHT Senior Services Las Vegas from injury, damage or loss at the event.

**Signature Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Due to limited space and high demand, applicants are accepted on a First Come-First Served Basis.

**Application deadline is Monday October 16, 2017; this includes full payment of booth fees. No Refunds. All booth sales are final.**

**PLEASE ATTACH YOUR BUSINESS CARD TO THIS APPLICATION!**



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## **Event Rules & Regulations**

### **Section 1. BOOTH REQUIREMENTS**

- A. Each Booth Space includes a 6 foot table with 2 chairs per Vendor. All display stands or signage must be within the allotted space. No hanging anything on the walls. If you need more space, additional booth spaces can be purchased. We reserve the right to refuse to rent space to any Vendor.
- B. All spaces are assigned by the designated representatives of SPOTLIGHT Senior Services Las Vegas, and they are subject to change up to and during the event. All Vendors must remain at their assigned booth space unless given permission from designated representatives from SPOTLIGHT Senior Services Las Vegas.
- C. The event starts at 10:00am on Saturday, October 21, 2017. You must be set-up and ready by 9:45am. Vendors are required to stay until the close of the event at 3:00pm.
- D. Vendors are responsible to set up their own displays and to clean up their booth space. Displays must be clean and orderly with back stock stored neatly under or behind the display tables, within the booth space.
- E. Each booth Space must represent one company. Splitting or Sharing Booths is NOT allowed.
- F. No refunds. **Booth applications & fees must be received by SPOTLIGHT Senior Services Las Vegas on or before Monday, Wednesday AUGUST 30, 2017 to guarantee the Special Early-Bird Price with discount. The final deadline for all booth applications is Monday, October 16, 2017.**

### **Section 2. ELECTRICITY HOOK UP**

- A. A limited number of electrical connections will be available for those who require it on a first come, first serve basis. Electricity will be provided for those who request it on the agreement for the purpose of operating lighting, or other small demo needs. It is the Vendor's responsibility to bring an extension cord. Remember, there are a limited number of electrical outlets and it is highly recommended that you submit your agreement for approval ASAP. If you require electricity, your booth assignment will be based on the proximity of an available outlet.  
There is an additional charge of \$20 for electricity.

### **Section 3. SET UP AND TAKE DOWN**

- A. Set Up hours are from 8:00-10:00 am on Saturday, October 21, 2017. For special set up arrangements or questions, please contact Martin Wittmier at [Martin@SpotlightSeniorServices.com](mailto:Martin@SpotlightSeniorServices.com).
- B. The Dallas Ballroom doors will open at 10:00am and the event will end at 3:00pm.
- C. All Vendors are responsible for cleaning up their booth space and for removing all trash. Vendors must take down their own displays at 3:00pm.

#### **Section 4. GENERAL RESTRICTIONS**

- A. No alcoholic beverages or open food offerings allowed. If you offer cookies, candies, etc., they must be individually wrapped and/or offered in a sealed goodie bag.

#### **Section 5. PROOF OF LIABILITY INSURANCE**

- A. A Vendor is required to show proof of business/liability insurance if the Vendor intends to offer free services/demos/health screenings that may result in bodily harm or injuries. All Vendors agree to hold harmless the event, The Texas Station, SPOTLIGHT Senior Services Las Vegas, and their designated representatives Nina Ten & Martin Wittmier, from any injury, damage or loss at the event.

#### **Section 6. RULES OF CONDUCT**

- A. All Vendors are expected to conduct themselves in a professional manner according to the Rules of the Agreement. If a Vendor would like to conduct business with a participating Vendor, please exchange business cards and contact them after the event. Remember that we are here for the invited guests & their informational needs. Any unruly conduct, threatening or aggressive behavior, refusal to follow rules, or use of foul language will be grounds for expulsion from the event without refund. Failure to appear within the required Set-Up Time & Guidelines as defined in Section 3-A, will terminate the agreement and cause said Booth Space to be reassigned/filled without refund.

We thank you for participating in the SPOTLIGHT Lovin' Life Spectacular 2017! The event organizers, SPOTLIGHT Senior Services Las Vegas and Texas Station, have no control over the attendance of the Vendors/Guests or promise any specific result. Event marketing campaigns include email marketing to 20,000, social networking event posts, radio spots on KJUL/KOOL Fm, Guest Segments and Event Promotions on The Vegas Morning Blend Show & Channel 13 Action News (KTNV) .

This is a community resource & information event with fabulous performances from local Entertainers, so we encourage you to invite family, friends, clients and associates to attend. For your convenience, we will provide you with the official Event Flyer for you to print out & distribute, to send out in an email to your database, or to post on your website, Facebook and Twitter Accounts.

For more information, please contact the Event Organizers:

### **Martin Wittmier & Nina Ten**

Independent Marketing Directors  
SPOTLIGHT Senior Services Las Vegas

PO Box 80041  
Las Vegas, NV 89180

**(702) 409-1252**

**(702) 409-1253**

[Martin@SpotlightSeniorServices.com](mailto:Martin@SpotlightSeniorServices.com)

For more information, visit our website:

**[www.SPOTLIGHTSpectacular.com](http://www.SPOTLIGHTSpectacular.com)**