



Dear Potential Vendors/Service Providers:

MAXIMIZING THE INCREDIBLE YOU
JUNE 27, 2009
9:30 AM TO 1 PM
CHRISTIANA HILTON

As a vendor, our goal is that you will have the ability to showcase your business in excellence and the guidelines listed below have been established with that goal in mind: Your vending fee of \$125 includes one (1) registration, a six foot skirted table, workshop attendance and materials and breakfast. For additional support staff, you will need to purchase a ticket at the cost of \$25 pp.

1. Please arrive by 8 am to set up.
2. Please send 200 business cards to be included in guests Swag bags. This will be a great way for you to advertise your business! **Business Cards must be received by June 15, 2009. Please send to 560 Peoples Plaza #255 Newark, DE 19702. If cards are not received by June 15th, they will not be permitted in Swag Bags.**
3. Please provide one gift item (\$25 value) to be included for giveaways throughout the event. This item should be related to your area of expertise. Please bring to the event and provide to hostess upon arrival.
4. Please feel free to invite your clients, friends and family to participate in this event. This event is an empowerment breakfast and our Theme is **Maximizing the Incredible You.**
5. Throughout the event, we will announce and showcase your business. Please provide a 30 second detailed commercial. Please prepare for your commercial. This will help to increase your overall exposure and participation to your designated area.
6. Only one vendor per category will be allowed to help to assist with you obtaining sales; however, IOE, LLC does not guarantee any sales. Please review your display and be an active participant in the workshop to maximize your success.
7. Vendors must keep booth clean and prevent blocking of other booths.
8. One representative must be at table at all times, excluding workshop time.
9. Vendors may not sell food or beverage at their table unless otherwise authorized.
10. Table space may not be shared unless a written request is submitted and approved.
11. Tables are available on a first come, first served basis.
12. Vendor fees are non-refundable but may be transferred to another person in the same category if you are unable to attend.
 - a. In the case of sponsor/exhibitor no show on the day of the event no refund will be granted.
 - b. In the case of sponsor/exhibitor illness, credit may be given for a future event if no substitute can be sent.
 - c. If IOE cancels the event for any reason, credit will be given to future show, no refunds will be provided.

If we can be of any assistance, feel free to give us a call. Thank you in advance for working hard to make this event an Incredible One.

Do not tear down your display early, doing so may minimize future participation in IOE events.



Name _____

Company Name _____

Contact number _____

Address _____

Email _____

Website: _____

Products/Services represented @ table:

Business Category _____

Number of people _____

Door Prize item: _____

Swag Bag item: _____

Payment Options:

Credit Cards: Direct payments can be made on the IOE website:

www.incredibleoneenterprises.com

Checks: remit payment for vendor sponsorship to Incredible One Enterprises, LLC 560 Peoples Plaza #255 Newark, DE 19702

I fully understand the above policies and I agree to the terms indicated above and am excited to participate in the Incredible One Enterprises, LLC Event on June 27th 2009.

Name date