



Women's Resource Fair Application

Illinois (847) 328-8775 or Wisconsin (262) 275-3315 • www.womensresourcefair.org

Participation Information

Please check the *Women's Resource Fairs* in which you would like to participate (*Dates are subject to change due to facility availability*):

Evanston, **February 8 & 9, 2008**

Lake Geneva, **March 7 & 8, 2008**

Please choose ONE CATEGORY:

Education

Green Home

Empowerment & Counseling

Health & Wellness

Retreats & Spas

Holistic Products

Bodywork & Movement

Organic Food & Nutrition

Company Contact Information

Please complete the following information **EXACTLY** as you would like it to appear in the *Women's Resource Fair* online directory: (Please note that credentials are NOT listed in the *Fair* Directory after your name.)

Company Name: _____ Contact Name: _____

Address: _____
(street) (city) (state) (zip)

Phone: _____ E-mail: _____ Website: _____

Women's Resource Fair Contact

Please indicate the best way for the *Women's Resource Fair* to communicate with you if any of the contact information differs from above.

Company Name: _____

Address: _____
(street) (city) (state) (zip)

Phone: _____ Fax: _____ E-mail: _____

Company Description

Please describe your business or organization **EXACTLY** as you want the information to appear on the *Women's Resource Fair* website. **25-word limit.**

Additional Company Information

In order to guard against duplication of products and services at the *Fair*, please list ALL products and services you will be providing, selling or demonstrating at the *Women's Resource Fair*: (Selling Information: Please note that fees for services - **i.e. massages, readings, etc.** - may not be charged at the *Fair*.)

Presentation Information (Speaking and Demonstration)

All presentation slots are 45 minutes. Please check the box and initial below if you do not wish to make a presentation:

Presentation Title: _____

Presentation Description (**30-word limit**): _____

WE WILL NOT BE MAKING A PRESENTATION. Initials: _____

Presenter Information

Presenter Name: _____ Title: _____

Phone Number: _____ E-mail Address: _____

Presenter Introduction (**30-word limit. Used to introduce speaker at the Fair**): _____

Workshop

Each Women's Resource Fair offers an experiential or hands-on workshop. All vendors and guest speakers are welcome to submit ideas. Would you be interested in presenting a 2 hour workshop Friday or Saturday morning before the fair opens? _____

If so, on what topic? _____

The Advisory Circle will contact you for additional information before making their selection on which four will be presented.

Special Needs

Presentation: You are responsible for supplying all materials and equipment you may need for your presentation. There is no equipment provided in the rooms. Chairs are arranged in audience-style seating, but you are free to rearrange the seating during your 15-minute set-up time.

Table: Please indicate if you need a table located near a wall if you have table top boards or racks that will block the view of your neighbors table. Please only request it if it is essential.

Table along a wall Table along a wall with electricity access.

Payment

Please indicate the number of *Fairs* in which you will be participating to calculate your total booth fee.

FOR-PROFIT GROUPS \$700 x _____ = \$ _____

NON-PROFITS & SOLE PROPRIETORS \$500 x _____ = \$ _____

DEPOSIT = \$ _____ - 100.00
Due with application

BALANCE DUE: \$ _____

Credit Card Information

Name on Card: _____

Card Number: _____ Exp. date: _____

Please process \$100 deposit now and bill the remaining balance.

Registration

Send or fax your completed registration form to:
Once your application is received by the WRF, you will get an email or phone call confirmation stating it was received.

ADMINISTRATIVE OFFICE

Women's Resource Fairs
507 Broad St., #118
Lake Geneva, WI 53147

Once your registration is accepted by the *Women's Resource Fair* Advisory Circle, your place in the *Fair(s)* is reserved and your deposit becomes non-refundable. **A contract and invoice will be sent 75 days prior to each fair. Signed contract and balance in full are due 60 days prior to each fair.** Visit www.womensresourcefair.org for continuing *Women's Resource Fair* updates.

**If you have any questions or concerns, please call
WRF Evanston at (847) 269-0119 or WRF Lake Geneva at (262) 275-3166.**