



October 5 and 6, 2019 10am–6pm Saturday 10am -5 pm Sunday

**Location: Scottish Rite Cathedral
2701 N 3rd street
Harrisburg, PA 17110**

Event Mission Statement

To showcase wellness modalities and practitioners, to educate and enhance the well-being of all participants. To encourage the public to seek alternative modalities to prevent illness, as well as, aide in the treatment of illness.

2019 Theme is "Walking Your Path"

Commitment to Community

We provide free space and fundraisers for a local non-for- profits to aid in creating awareness of their mission. We provide FREE educational experiences, entertainment experiences and wellness information of all forms.

Vendor Space - Two Large Vendor Halls. (Upper Level and Lower Level)

What is Included in the booth fee:

- Name Tag and Booth Identification. All vendors are required to wear provided nametags at all times. A # sign will be placed on each booth for identification and must be displayed at all times.
- Each Vendor Space, regardless of size, will consist of one 8-foot table and 2 chairs.
- No tablecloths are provided. Some booths will be separated by pipe and drape.
- Center row booths back up to each other and will be separated by pipe and drape.
- Vendor spaces will be set up on both upper and lower floors. An elevator and stairs are available.
- Clear directional signage will be utilized to maximize the attendee experience, and ensure that all vendor spaces are showcased.
- Attendees will receive handouts that clearly lay out the vendor halls and the daily entertainment and workshop schedule.
- Two (2) **free** admissions and vendor badges are included for all booths, all others are required to pay the \$7.00 admission fee.
Electric is available, please specify if you need electricity, there is a **\$25.00 charge**.

Booth Fee/Refund policy

Important price and payment information please **Read Carefully:**

Fee for 10X8 booth is \$300.00 * Booth Share is \$185 each vendor
Fee for 15X8 booth is \$500.00 * Booth Share is \$275 each vendor
Fee for Electricity hook up is \$25.00

Booth payment plan for your convenience is as follows:

Option #1 ~Pay in full with registration \$300 or \$500.

Option #2 ~Pay over a seven-month period from 1-15-2019 to 7-15-2019 Divide into thirds.
(eg. \$100 per payment)

First payment due: 1-15-2019

Second payment due: 4-15-2019

Third payment due: 7-15-2019

Note if you are beginning to make payments after the second payment date, you are to pay 1/2 of the total due. Balance will be due 7-15-2019

If you are beginning to make payments after the third payment date, you are to pay 3/4 of the total. Balance will be due by 9-15-2019

If you do not make scheduled payments, your booth will be forfeited, no refunds will be given.

REFUNDS:

\$50.00 Deposit/process fee is **non-refundable**.

After 4-15-2019 Payment less \$180.00 10x8, or less \$275 15X8

After 6-15-2019 Payment less \$250.00 10x8, or less \$450 15X8

After 8-15-2019 **NO REFUND, NO EXCEPTIONS**

Event Promotion:

Collective collaboration is the basis of the Oneness Concept. Promotion of the Expo is a collaborative effort which includes FACEBOOK, Instagram, Paid Social Media Ads, Email, Discount Postcards, Radio, Print Media, and word of mouth. We need the help of all the vendors to create awareness about the Expo. Please share all social media posts. Please invite your followers, and friends, by word of mouth, social media, email and postcards.

Booth Set up:

- Set up is Friday October 4, from 10 am to 6 pm, and Saturday October 6 from 8 am to 9 am. Unload at the parking lot entrance on the main floor.
- Your space must be ready to show by 9:30am Saturday. **NO EXCEPTIONS**
- **All Vendors are asked to park in the Third St. lot on the day of the Event, once they have completely unloaded. Or, in the furthest spaces in the lot directly in front of the building.**

Booth clean up:

- Booth clean up begins at 5pm on Sunday October 7, **NOT BEFORE**
- You are required to remain open until 5pm.
- Anyone leaving the event prior to this time will not be invited to return next year.

Additional Event Policies

- Anyone selling any items for purchase please note: Only new items are to be sold no used or yard sale items will be accepted for sale at this event. We reserve the right to ask you to remove any non-approved items.
- All booths must be attended at all times. Your booth is your responsibility. Alta View Wellness and its representatives, The Scottish Rite Cathedral, and its representatives are **NOT** responsible for any sort of loss or damage of any items during this Event.
- No pets are allowed with the exceptions of Service Dogs.
- No smoking is allowed on the premises inside or outside. This is required by ordinances.
- No open flames, no candles, mandated by ordinances.
- Saturday morning at 9:15 am we will gather at the main floor, center lobby, to have brief prayer of intention. You are invited to be a part of the circle and to meld in the collective vibrational energy of the group. Sage may be used briefly as a cleansing tool.
- All Spirit of Oneness Vendors are viewed as a part of a Wellness Team. If at any point during the Expo, the Team concept is ignored by a vendor, they will be asked to leave the Expo. Our collective energy is the foundation of the experience for the attendees as well as ourselves. No Ego driven behavior will be tolerated.

Workshop Presentation:

We will be offering FREE workshops during the entire event. Several workshop slots are available. Workshops are intended to spark interest and thought. Experiential opportunities are well received by our attendees. As vendors you are welcome to submit a Proposal for a possible offering, which will showcase your specialty as well as personally promote your business to the audience in attendance. To be considered for this opportunity, please complete the Proposal section of the contract. You will be notified if you are chosen to participate in this aspect of the Event. If you are invited to be apart of these offerings you agree to have your booth attended to during your absence. NO FEE IS CHARGED TO YOU TO PARTICIPATE IN THIS AND NO FEE IS CHARGED TO THE PARTICIPANTS
If you have any questions or concerns regarding the event, please feel free to call Sharon Muzio at 717-221-0133 or email at avwc@comcast.net.

Non Vendors will be charged a fee of \$75. Please follow the above instructions to be considered. Submit a brief description of the offering. Include your full payment of \$75, in the form of a check made payable to Alta View Wellness Center.