

Dear Ladies Night Out Vendor,

This is your acceptance letter for Ladies Night Out! Ebert's Greenhouse Village's Ladies Night Out is our most popular event and we are so happy you are participating! This year's event is Thursday, August 1st beginning at 5:00pm and ending at 8:30pm. We believe that working with you will be beneficial to both of us. Having you here will add excitement to the evening for all our guests and provide you with another venue in which to promote your business.

We ask that you do some sort of drawing, sample or service (such as a massage, aromatherapy, make up application, etc.). If you choose to do a drawing instead of a service or sample, we will have a designated area in our store for all of the drawing items to be displayed, where our guests can fill out slips. **Along with your prize we ask that you please bring slips for the guests to fill out, a container to hold them as well as pens.** At the end of the night we will pick a winner and then you can take your container and slips with you to use for marketing purposes. We will only keep the winning slip. The following day we will contact the winners and they can pick up their prize at Ebert's Greenhouse Village. We hope that this will bring added convenience to you and our guests. Your donation of a service, sample or drawing for this event means so much to us and our customers!

We ask vendors to arrive between 3:00 and 3:30 to allow you enough time to unload and be set up and ready to go by the time the event begins at 5:00. Guests do arrive early, so please be set up well in advance! We suggest you bring a table cloth and any other display items you may need. All vendors will be set up around the store, either under a pavilion, store roof, or canopy. Unfortunately we are not able to give you an assigned spot until you arrived because last minute changes are always being made, especially when the weather isn't perfect. Let us know if you have a canopy you can use during the event. This is a rain or shine event. If you will need an electric plug in, please bring power strips and extension cords. Once you have unloaded your vehicle you must park it in a designated area in our parking lot to allow parking for our customers. We will give you a vendor parking slip that must be placed in your windshield.

If you would like to sell products along with a giveaway or service please feel free. We do NOT have guest Wi-Fi, so you will need to use your network or mobile hotspot.

I am more than willing to work around your needs and help you in any way I can, please don't be afraid to ask! Please let me know what questions you have for about the event. Please save this sheet for future reference. Thank you again for your support and generosity!

Kind Regards,

Shannon Heinecke-Mallow
Event Coordinator
Ebert's Greenhouse Village
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