

Dear Potential Ladies Night Out Vendor,

Ebert's Greenhouse Village's Ladies Night Out is our most popular event and we are hoping you will be interested in participating! This year's event will be 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.

There is a \$20 fee for you to participate in this event, \$8 additional fee if Ebert's is renting you a 8' table. We ask that you do some sort of drawing, sample or service (such as a massage, aromatherapy, make up application, etc.). There will be a designated area in our store for all of the drawings to be displayed, where our guests can fill out the slips. Along with your drawing, we ask that you please bring slips for the guests to fill out, a basket to put them in as well as pens. We will draw a name but be sure not to forget your basket, pens and remaining slips before you leave for the evening. 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.

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. Please 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. Please let us know if you have a canopy you can bring. This is a rain or shine event. If you need electricity please bring extension cords and power strips.

Melinda Myers will be with us for the evening for a book signing and question and answer. Our guests are always excited to have Melinda here!

If you would like to sell products along with a giveaway or service please feel free. All of the money transactions must go through you directly. We do not have guest Wi-Fi available so please plan on using your network or mobile hotspot for credit card transactions.

Spaces are not finalized until the day of the event. We try to accommodate everyone needs and often last minute changes are made to do so. The event goes until 8:30pm and we ask that you do not begin packing up until that time.

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 e-mail me with your questions and please save this letter for future reference. Thank you again for your support and generosity!

Kind Regards,

Shannon Heinecke-Mallow
Event Coordinator
Ebert's Greenhouse Village
sheinecke@ebertsgreenhouse.com

Application for Ladies Night Out

Please return this form and payment to:

Ebert's Greenhouse Village
Attn: Shannon Mallow
W1795 Fox Road
Ixonía, WI 53036

- Yes I would like to participate in Ebert's Greenhouse Village's Ladies' Night Out on Thursday, August 1st, 2019

Name: _____

Business: _____

Description: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Please make check payable to Ebert's Greenhouse Village

\$20 participation fee, \$8 additional fee for a table

- I will need to use a rented table for this event (\$8 additional charge)
 I have my own table I will bring
 I have my own canopy I will bring

Notes:

W1795 Fox Road, Ixonía, WI 53036

Phone: (920) 261-5645, Fax: (920) 261-0467, email: sheinecke@ebertsgreenhouse.com

Website: ebertsgreenhouse.com

