Door Opener Magazine

presents our

SOUL LIGHT EXPO

to be held at



999 Farmington Avenue, Farmington, CT

Sunday, October 3, 2021

10 a.m. to 5 p.m.

**VENDOR – READER**

**INFO & APPLICATION FORM**

(Contact us at 860 693 2840 or thedooropener@comcast.net)

**VENDORS & READERS**

**Ballroom and Atrium**

6’ rectangular table with black fitted tablecloth and 2 chairs $ 90.00

Outdoor grounds – bring your own tent and tables $ 55.00

The ballroom and atrium will be open view areas – no poles and curtains. You will be able to see the entire spaces and interact with your neighbors. Please be mindful of extra boxes and items you may need to store at your booth. Be sure not to obstruct your neighbors or push over into their area; please negotiate.

**READERS**

You will be responsible for your own appointments and financial transactions.

**SEND IN APPLICATION AND MAKE PAYMENT**

If you don’t pay, you don’t have a spot. *There will be no exceptions*. We do not “hold a space.” Unless we have your payment in full, please assume that you DO NOT have a table or space. For those who expressed interest before the Application was prepared, now that it is ready, please send in your completed Application and payment immediately.

The Application can be sent in as follows:

 Snail mail: Door Opener Magazine, 47 Maple Avenue, Collinsville, CT 06019

 Email attachment: thedooropener@comcast.net

Payment can be made as follows:

 Snail mail: check to Door Opener Magazine, 47 Maple Avenue, Collinsville, CT 06019

 PayPal: use thedooropener@comcast.net

Credit card – see p. 5 of this Application

 Our Pay-My-Bill secure webpage – http://dooropenermagazine.com/participate/pay-my-bill

**SET-UP AND BREAK DOWN**

Set up will begin at 7 a.m. on the day of the event – we would like everyone to be ready absolutely no later than 9:45 that morning.

Break down will be from 5 to 6 p.m. on the day of the event. Breakdown prior to 5 p.m. is discouraged, as there will still be patrons in the aisles. You never know what those last 10 minutes may bring! However, please do not keep working after 5 p.m.

**SALES & USE TAX PERMIT**

You must have your Sales & Use Tax Permit at your booth if you are going to be selling items. We will not be coming around checking to make sure you have it. But the Town of Farmington may. If you are asked to leave the expo because you do not have your permit, we are very sorry but there will be nothing we can do about that.

**HELPERS**

You may have up to 2 helpers at your booth – please provide their names as we get closer to the date.

**WI-FI AVAILABILITY**

Wireless internet access is available throughout the entire Farmington Gardens complex in every area.

**TEACUP RAFFLE**

Donations will be accepted for our Teacup Raffle. Charity(ies) to be announced.

**MAKE IT PRETTY**

Since we are in the Fall season, you are encouraged to make your booth festive! Or spooky!!

**OVERNIGHT ACCOMMODATIONS**

There are only a few hotels in the area: Farmington Inn & Suites (Farmington), Extended Stay America (Farmington) and Delamar (West Hartford). There are very few budget hotels around. Please check carefully to find something suitable, if need be.

**FOOD**

We will be offering a complimentary crudite (most likely boxed selections) at one point during the day. The open crudite was very popular and successful in 2019. We will have unlimited water, soda and juice available, and coffee will be available for $2. We hope you enjoy it!

**NO-NOs**

Be careful about leaving your booth unstaffed if you choose to wander around. Neither the facility nor the Door Opener Magazine will be responsible for anything that may happen in that kind of situation.

The hotel does not allow confetti, sparkle, glitter, birdseed, rice, or anything of that nature. If you have any questions, please contact the Door Opener. Please clean up your booth to the absolute best of your ability during break-down.

No smoking – Farmington Gardens is a smoke-free environment – including the bathrooms. If you really, absolutely, truly need to smoke and you just can’t stand it, you will need to go outside (not near vendors).

No candles or incense – no live flames or smoke of any kind.

The only thing you can use to adhere things to walls (I’m surprised that’s even acceptable!) is blue painter’s tape. They may check, so be careful! We are responsible for paying for any damage, so that cost will be passed onto the vendor.

**DOOR OPENER MAGAZINE’S SOUL LIGHT EXPO**

**Sunday, October 3, 2021 – Farmington Gardens, Farmington**

**VENDOR / READER APPLICATION**

BUSINESS NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALES & USE TAX PERMIT NUMBER (If you will be selling items) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WEBSITE ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ 6’ rectangular table with black fitted tablecloth and 2 chairs $90.00

\_\_\_ Outdoor grounds – bring your own tent – rain or shine – no refunds for adverse

weather conditions that day – be prepared. See refund info on next page. $55.00

\_\_\_ I need electrical at my booth (no cost). We will try to place you against the walls to avoid

 cord tripping hazards.

\*\* I will not have any multi-level marketing products or information of any kind present at my table.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name)

See instructions for sending in Application on p. 2.

Payment Options:

\_\_\_ My check is enclosed made payable to “Door Opener Magazine”

\_\_\_ I will be paying via PayPal - please use thedooropener@comcast.net

\_\_\_\_I will be paying via Door Opener’s secure Pay My Bill webpage –

 http://dooropenermagazine.com/participate/pay-my-bill

\_\_\_ I am paying through a credit card (this will be processed through The Square)

\_\_\_ I will call with my credit card info – 860 693 2840

Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp \_\_\_\_\_\_\_\_\_

CVV Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Billing Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you like your business description to read in our promotional materials?

(Limit 50 words – each word counts)

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**CANCELLATION**

You can cancel your Application up to 14 days prior to the event – September 19, 2021 – to receive a 100% reimbursement. Anyone on the Waiting List will be contacted immediately and should be prepared to move on this opportunity very quickly. We will need to juggle the change on the layout, website, Facebook page, and in the program guide.

Any cancellation between 3-5 days prior to the event will afford you a 50% reimbursement. Outdoor vendors will receive a 100% refund for 3-5 day cancellations due to weather predictability.

If this event is cancelled due to Covid, everyone will receive a 100% refund.

**TEACUP RAFFLE CONTRIBUTION FOR CHARITY**

This is not required for participation in the expo, but if you have an item you’d like to contribute, we’d love to have it! Suggestions are a book, session, gift bag, etc. Raffle winners are chosen at 3:30 p.m. and announced on the Raffle poster. The bags of tickets will be delivered to the donor’s table with the winning ticket displayed. The donor is in charge of contacting their winner (if they are not still at the event) and delivering the prize. Winners do not need to be present to win. We will be using email as the contact this time, not phone number.

I would like to contribute the following item to the Teacup Raffle:

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I have read this Application over thoroughly and completely and agree to abide by all items outlined therein. I accept full responsibility for any and all non-compliance.

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

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 Print Name

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 Company represented