

The Women’s Small Business Association (WSBA) is pleased to offer exceptional vendor opportunities for our 6th annual **WSBA Business Holiday Expo – “Supporting local businesses and community”**.

This signature event to be held on November 16, 2017 will bring highlight to local business and one non-profit organization that will be helping those that are less fortunate within our community! *Vendors that offer gift ideas for the holidays are preferred.* If you’re unsure if your business qualifies, please email Susan Miller at WSBAfounder@gmail.com with any questions.

Vendor tables are included in the WSBA sponsorship packages, and vendor tables will be made available to sponsors first. The remaining tables will then be available to vendors on a 1st come 1st served basis. Sponsorship information is included in this application for consideration. Forms of payments that will be accepted: company check, credit/debit card or Paypal. We look forward to your involvement with WSBA!

All *WSBA Business Holiday Expo* vendors will receive:

- Company name text and URL listings on all WSBA websites
- Company listed in the event program
- General access to the event for you and a representative of your business
- 20% Discounted event admission for business associates.
- A skirted 8’ table

Package Cost: \$100

Premier member Discount: \$75

WSBA 2017 Event Vendor Participation Form

Please complete and sign the following form and return with a check or money order made payable to: Attn: Holiday Expo, WSBA, 248 Allison Avenue, Pittsburgh, PA. 15202.

Please note, the attached Vendor Participation Form must be completed and payment secured. Contact Susan Miller, WSBAfounder@gmail.com with any questions. Application deadline is till filled.

Vendor tables are not secured until payment in full has been received.

WSBA 2017 Event Vendor Participation Form

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Facebook link: _____

Please list the names of the people, from your company, that will be attending?

Please check here if you are securing a event sponsorship _____

Please list the type of sponsorship you are interested in _____

Vendor Agreement

1. Vendors must arrive at the event location by 8am on Thursday, Nov. 16, 2017. One exhibitor table will be provided and set up for your business.
2. The WSBA will not be responsible for any lost or stolen items.
3. Promotional items should be removed from the table by 12 pm.
4. A \$45 NSF will be charged by WSBA for NSF check.
5. There are no refunds.

Liability Release

To the fullest extent permitted by law, the Vendor shall indemnify and hold nameless WSBA from and against any and all claims, actions, damages, losses and expenses including, but not limited to, attorney's fees attributable to the Vendor and arising out of, or resulting from participation.

Signature: _____ Print Name: _____

Date: _____

Thank you for participating as a **WSBA Business Holiday Expo Vendor!**

Women's Small Business Association TM • 248 Allison Avenue • Pittsburgh, PA 15202 • www.wsba.biz

Sponsorship for the WSBA Business Holiday Expo will provide companies with additional marketing exposure, before, during and after the event. This marketing exposure will put sponsors in front of several business networking organizations, Pittsburgh business owners, and the community of Pittsburgh. This should be considered by all companies that would like to deliver the message of **"Supporting local business and community"**

We have three main sponsorship packages to choose from and a selection of à la carte options.
Your sponsorship will be used to provide the education for businesswomen surrounding the Pittsburgh area.

This event is intended to draw businesswomen and entrepreneurs from the surrounding areas of Pittsburgh.

In addition, we have an online event community site, which offers a digital exhibit space, an event page, and other opportunities to connect before, during and after the event.

If you're interested in creating a more customized sponsorship, contact us and we'll work with you to develop an option that meets your goals.

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Platinum Sponsor

- Sponsor company name and logo inclusion in all applicable marketing materials associated with the event
- Logo, text and URL listing on the event page.
- 15 min. Speaking opportunity during the event
- WSBA Blog/radio interview highlight – featured prior to the event.
- Sponsor can provide information and/or samples that will be distributed in the event attendee package
- General access to the event for you and 4 company associates
- 10% Discounted admission for additional associates that register and pre-pay.
- Complimentary exhibit table for person-to-person marketing
- A full-page ad placement in the event program
- Event registration database &
 - Bonus: Company LARGE logo on the Step and Repeat

Package Value: \$1500 Package Cost: \$1200
Premier Member 20% Discount: \$960

Gold Sponsor

- Company name in all applicable marketing materials associated with the event
- Text and URL listing on all WSBA websites
- Sponsor can provide information and/or samples that will be distributed in the event attendee package
- General access to the event for you and your company associate
- 10% Discounted admission for additional associates that register and pre-pay.
- Complimentary exhibit table for person-to-person marketing
- A half-page ad placement in the event program
- Bonus
 - Company logo on the Step and Repeat

Package Value: \$1200 Package Cost: \$600
Premier member 15% Discount: \$510

Silver Sponsor

- Text and URL listing on all WSBA websites
- Company provided one-sheet, flyer or brochure will be distributed in the event attendee package
- General access to the event for you or your representative
- 10% Discounted admission for one assistant - assistant will have to register and pre-pay.
- Complimentary exhibit table for person-to-person marketing
- A quarter-page advertisement in the event program
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Package Value: \$600 Package Cost: \$300
With 10% Discount: \$270

Product Sponsor

This sponsorship level is an excellent opportunity to showcase your services and wares in front of a receptive audience. The following are some products and services suitable for the *WSBA Holiday Business Expo*:

- Gift bags for attendee packages
- Event program printing
- Centerpieces

Prize Sponsor

THIS SPONSORSHIP LEVEL IS AN EXCELLENT OPPORTUNITY TO SHOWCASE YOUR PRODUCTS IN FRONT OF A RECEPTIVE AUDIENCE. EACH PRIZE WILL NEED TO BE VALUED AT \$60 OR MORE.

Product or Prize Sponsor will receive

- Logo, text and URL listing on all WSBA websites
- General access to the event for you or a representative of your company or organization
- 10% Discounted admission for your associates.
- Quarter-page ad placement in the event program

To find out how to participate through product and in-kind sponsorship opportunities, please contact Susan Miller at 412- 415-3584 or email WSBAfounder@gmail.com