

Color Designers International Conference
Friday - Sunday, October 20-22, 2023
San Mateo Marriott San Francisco Airport
Engage Ballroom
1770 S. Amphlett Blvd
San Mateo, CA 94402

VENDOR FORM

Company Name	<input type="text"/>		
Address	<input type="text"/>		
City/State	<input type="text"/>	Zip	<input type="text"/>
Contact Name	<input type="text"/>		
Business Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Email	<input type="text"/>		
Website address (URL)	<input type="text"/>		
Social media handles	<input type="text"/>		

Please indicate the category of your product(s).

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Photography | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Hats | <input type="checkbox"/> Courses/Instructional Material | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Scarves | <input type="checkbox"/> Makeup | _____ |

Brief description of what will be exhibited.

Vendor Benefits

Reception/Vendor Showcase - Friday, October 20, 2023 6-8 p.m.

- One table (6 foot) and table covering provided by hotel. Conference registrants are encouraged to bring friends to shop.
- One chair.
- One wastebasket.
- Introduction by emcee.
- Food including appetizers.

Conference – Saturday, October 21 – Sunday October 22

- Registration for conference which includes 9 hours of dynamic content presented by 6 different speakers. Content covers a diverse range of topics from color and styling to business development.
- Lunch Saturday and Sunday.
- One table (6 foot) and table covering provided by hotel in the Engage Ballroom.
- One chair.
- One wastebasket.
- Introduction by emcee at conference kickoff Saturday, 10/21.
- Opportunities to interact with attendees throughout the conference.
- Company name/logo will be included in conference program.
- QR code supplied to attendees for shopping after event.

After Conference

- Opportunity to promote company for 10 minutes at a CDI circle meeting (November 2023 – October 2024).

Vendor Responsibilities

- Upon written acceptance, vendor will make payment to Color Designers International (CDI).
- NO REFUNDS WILL BE GIVEN under any circumstances.
- Vendor space is limited and not guaranteed until payment is received.
- Upon written acceptance, vendor is required by the City of San Mateo to obtain a business tax certificate. See attached application.
- Vendor shall provide a minimum of one complimentary gift (merchandise valued at \$30) to Color Designers International to be used as a donation and not for any resale value. Merchandise will be picked up by the designated Vendor Coordinator from CDI.
- Vendor shall maintain assigned vending area in clean condition at all times.
- Vendor shall not install permanent equipment nor affix anything to the hotel wall(s).
- Vendor shall remove all shipping related materials from the vendor area immediately following setup.
- Vendor may secure a hotel room using the conference room rate.
- Vendor shall assume the entire responsibility and liability for losses, damages, and claims to the vendor's display, equipment, other property and merchandise.
- Vendor shall assume fees for any additional tables/chairs not provided for within the aforementioned Vendor benefits.

Cost: CDI members - \$375

Non-members - \$455

Reception/Vendor showcase only - \$199 (Friday, 10/20/23 6–8 p.m.)

Send completed form to Ruth Harris at ruth.harris16@gmail.com. Upon approval, you will be notified and invoiced. Please address any questions to Ruth Harris at ruth.harris16@gmail.com or 770-605-8530.

Vendor
signature and date

CDI representative
signature and date

APPLICATION FOR CITY OF SAN MATEO BUSINESS TAX CERTIFICATE
Exhibitions, Shows, Small Vendors under SMMC 5.24.210

CITY OF SAN MATEO
BUSINESS TAX DIVISION
330 WEST 20TH AVENUE
SAN MATEO, CA 94403
(650) 522-7113

DATE: _____

Promoter's Name: _____

Business Name:
Address:
Phone number:

Show/Event Name: _____

Location: _____

Activity Dates: _____

Business Tax: _____ Payment made payable to:
City of San Mateo

- 1. Number of Event Days: _____ x \$20=Total 1: _____
- 2. Number of Exhibit Booths: _____ x \$5=Total 2: _____

I declare under penalty of perjury, that to the best of my knowledge and belief, the statements made herein are true.

Name (print):Title: _____

x Signature: _____ Date: _____