

# swag bag/door prize guidelines

All sponsors, exhibitors or green businesses who contribute a Swag Bag item and/or Door Prize will be listed on the Swag page of the Green Wedding Showcase web site so that attendees may view prizes in advance.

## Swag Bag

1. It is free for any sponsor, exhibitor or green business to include an item in the Swag Bags.
2. Contributors to the Swag Bag should be prepared to provide 100 items as only the first 100 guests in the door will receive a Swag Bag.
3. All items must be sustainable (e.g. made of recycled content, eco-friendly material, etc.).
4. Contributors must notify event producers in advance of the item they plan to provide AND receive approval for that item.
5. Paper-only items are not permitted in the Swag Bag; however, items with a promotional flier attached to them are permitted. Paper prizes such as gift certificates, are permitted for Door Prizes.
5. If an item is perishable, it must have an expiration of no earlier than March 31, 2011.
6. Swag Bag items should be able to fit into a standard grocery-store size fabric bag.

## Door Prizes

1. All Mid-Atlantic Green Wedding Showcase exhibitors are required to provide a Door Prize. Other non-exhibiting green businesses are also welcome to donate a Door Prize.
2. Door Prizes should have a value of at least \$100. All Door Prizes will be raffled off at the end of the Eco Fashion Show. Upon check in, all attendees will receive 5 tickets to enter for Door Prizes. If they want to increase their chances of winning, attendees may purchase additional tickets.
3. All items must be sustainable (e.g. made of recycled content, eco-friendly material, etc.). Gift certificates for sustainable gifts and services are acceptable door prizes donations.
4. Contributors must notify event producers in advance of the item they plan to provide AND receive approval for that item.
5. Exhibitors may take back any door prizes that are not claimed. Show producers will return Door Prizes that belong to any non-exhibiting green businesses. Please include a shipping slip (Fed Ex or UPS) billable to your account, so that we may return items to you. Other options include picking items up immediately after the show on February 27, 2011 OR picking items up from lori hill event productions the week immediately after the show.
6. All items should be received by Friday, February 18, 2011 at the following location:  
lori hill event productions  
ATTN: Mid-Atlantic Green Wedding Showcase  
15003 Pine Top Lane  
Burtonsville, MD 20866

**All questions should be directed to: Lori Hill | 301.549.3249 | [lori@greenweddingshowcase.com](mailto:lori@greenweddingshowcase.com)**