

CVA Showcase & Expo – Vendor Information

Event Date: Thursday, June 25, 2026

Location: Vineyards Country Club

400 Vineyards Blvd., Naples, FL 34119

THEME THIS YEAR IS: WICKED (Wizard of Oz) - Feel free to dress and/or decorate your table accordingly! We will have a Best Dressed contest for all in attendance!

Please review all details carefully and share with any team members attending on your behalf. Please note, this event is for Entertainment Professionals only. All vendors will be confirmed by no later than June 17.

SHOWCASING PERFORMERS: If you are applying to be a showcasing performer, you must submit registration. Showcasing spots include a 15-minute performance slot. Space is limited and registration is considered an application. If a showcase spot is unavailable, participants will receive a \$100 refund and will be placed as a vendor table participant instead. If you opt out of being a vendor altogether, you will receive a full refund, but you **MUST** provide confirmation by no later than Friday, June 19 for a refund.

EVENT SCHEDULE (Vendor + Programming Day)

Vendor Setup & Morning Schedule

- 7:45 AM – Vendor setup begins
- 8:45 AM – All vendor tables must be fully set
- 9:00–9:30 AM – Lifestyle Director check-in + networking
- 9:00–10:00 AM – Vendor tables OPEN
- 10:00–10:30 AM – Welcome & introductions
- 11:00 AM – Optional vendor tear-down begins
- 11:30 AM–1:30 PM – Showcasing performers
- 12:00 PM – Lunch service
- 1:30 PM – Wrap-up & announcements

Vendors that are tabling may stay for the full event or leave after the vendor portion concludes at 11:00am. All vendors are welcome to stay for lunch. All showcasing vendors are ALSO able to have a Vendor Table.

IMPORTANT VENDOR REQUIREMENTS

- All vendors MUST be fully set up by 9:00 AM (start of vendor open time)
 - Late arrivals will NOT be permitted to table and will forfeit registration fee
 - Prepare to bring 100–125 business cards + marketing materials
 - Bring your raffle prize donation (minimum value \$25)
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VENUE & PARKING

- Park in general parking only (no circle drive unloading or parking)
 - Follow signage for Vendor Check-In (Blue Vendor Signs)
 - Check in with CVA Vendor Relations staff upon arrival on the side entrance (Do NOT unload through the front door)
 - Breakfast & Lunch: only for pre-registered attendees (Vendor Meal Ticket)
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TABLE VENDORS (IMPORTANT INFO)

- One 6-ft table space per vendor (you MUST provide your own table & linens)
- 2 chairs provided per space
- For this event ONLY, we WILL have room if you choose to have additional racks or floor displays.
- Limited access to power (must request in advance upon registration)
- Tables are pre-assigned with name cards at arrival
- No retail selling from vendor tables

Setup Notes

- Setup begins at 7:45 AM

- Ready by 8:45 AM (Firm)
- Tear-down:
 - Optional starting at 11:00 AM (If doing so, please be discreet and quiet as possible)
 - For those staying for lunch at 12:00pm, can opt to tear-down at anytime after 11:00am

Vendor Conduct

- No walking solicitation permitted
 - Vendors must remain at their table to engage attendees
 - Violations may impact future participation eligibility
 - If you have any questions regarding this, please reach out to us at CVAofSWFL@gmail.com
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RAFFLE PRIZE DONATION GUIDELINES

- All vendors are required to provide a raffle
 - Minimum value: \$25+
 - Must be a gift or experience (not discount-based offers or “off services”)
 - Should be something a Lifestyle Director can personally enjoy
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SHOWCASING ENTERTAINERS

- Performance window: 11:30 AM–1:30 PM
- We will have multiple stage areas for set-ups
- Set time: 15 minutes per act (each act will be timed. Be sure you do not go over, as we will be prompt in end times)
- Setup time between acts: approx. 5 minutes (at this time, we will do raffles)
- Bring all personal equipment (including sound)
- Be performance-ready 15 minutes before your scheduled time

- Encore approval is time-permitting only

Additional Notes

- Maintain professionalism during transitions and performances
 - Stay mindful of schedule timing and stage instructions
 - Assistants may distribute marketing materials during your set only or at your vendor table
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EVENT EXPECTATIONS (ALL VENDORS)

- **No smoking on property**
 - No denim permitted
 - Be prepared with calendars for potential bookings
 - Be respectful of staff, volunteers, and fellow vendors at all times
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FINAL NOTE

We are excited to welcome you to the **2026 CVA Showcase & Expo on Thursday, June 25, 2026**. Your participation helps make this event an exceptional experience for all attendees.

Any questions, please reach out to CVAofSWFL@gmail.com.