



Dear Friend,

We are writing to you at this time to invite your participation in the third annual *Dinner by Design*, an exciting area event. The Lackawanna Historical Society, is pleased to work with local professionals and present *Dinner by Design* on February 27, 28 and March 1, 2015 at POSH at the Scranton Club, 404 North Washington Avenue in Scranton. We feel confident that this may be of interest to you and ask that you look over the enclosed materials carefully.

Dinner by Design will be publicized to the local community at large in Northeastern Pennsylvania and beyond. It is our hope that the high level of creativity and imagination you possess will help a great deal to insure its success. There is no theme (as of yet!) to *Dinner by Design*; therefore your inspiration is not limited or constrained in any way. Your design might present a color, place, time or artwork of your choosing. If you choose to create a "dinner venue", you are the guiding force.

Please consider joining in this venture of fundraising with us. It may be an opportunity in business advertising that will directly benefit your work. If you have any questions, or if you would like to visit the POSH at the Scranton Club to see the available spaces, please contact Mary Ann Savakinus at 570-344-3841. To reserve your spot, please complete the attached vender agreements and return one signed copy with your check for \$125 and a completed program information form by December 26, 2014.

We look forward to hearing from you soon and working with you on the 2015 *Dinner by Design*!

Best regards,

The Committee for *Dinner by Design*
Michael Gilmartin and Laurie Cadden, Co-Chairpersons

Additional Information...

Dinner by Design is a unique weekend event to benefit the Lackawanna Historical Society. Please join us as we showcase the opportunity to enjoy what our community has to offer.

Dinner by Design will be presented in Scranton the last weekend in February, 2015 (February 27, 28 & March 1).

The concept involved in ***Dinner by Design*** is to view the unexpected and inventive ideas of professional designers as they present venues for dinner parties within all levels of the historic Scranton Club building. From an intimate dinner for two to an exotic celebration for sixteen, the area's best designing minds will surprise and delight you. As guests tour the many ***Dinner by Design*** venues, they will have an opportunity to gather ideas for their own use as well as see examples of what area designers can do for their entertaining plans.

Dinner by Design will open on Friday evening, February 27 with a festive benefit preview party at POSH. The catered event will include a silent auction, raffle prizes and touring the prepared dinner venues throughout the Scranton Club rooms. Following the preview night, ***Dinner by Design*** will be open to the public for touring on Saturday, February 28, from 10:00 am to 5:00 pm and Sunday, March 1st, from Noon to 5 pm. Tickets for Saturday and Sunday will be sold in advance and at the door. On both days of public viewing, a Marketplace will be available with a selection of dinner themed products.

A set-up day is scheduled for Thursday, February 26 for installation and Monday, March 2 for removal. Times will be announced.

Sale of displayed items is optional, not required. Vendors may offer displayed items for purchase if they wish. No price tags should be visible or used. Please provide a price list that can be handed out upon request.

It's all up to your Imagination!!

Dinner by Design Vendor Agreement

Dinner by Design is a fundraising event presented by the Lackawanna Historical Society (Herein, "The Presenters"). The event is open to area businesses and/or individuals who wish to participate by agreeing to the conditions set forth here.

Contact Information:

Name of Participant _____
Business Name _____
Address _____
Phone Number(s) _____
E-mail _____

Please indicate the number of "Places for Dinner" you wish to design*:

- 2 places for people 4 places for people
 6 places for people 8 places for people
 10 places for people 12 places for people
 _____ places for people (fill in the number)

**Please note that, based on the response, we cannot guarantee that all large spaces will be available for single venue displays.*

Vendor Participation Fee: \$125.00 (Make your check payable to the Lackawanna Historical Society)

- Check here if you are willing to sell advanced tickets at you business venue.
 Check here is you would like to donate an item or service to the Silent Auction
 Check here if you would like to do a presentation during the weekend.

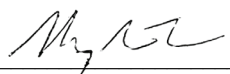
Describe your design including topic, format, and length of time required:

Terms and Conditions:

- Vendor shall complete installation of their **Dinner by Design** display by 5:00 pm the day of the preview party.
Vendor may supply business cards, print advertisements, price list, theme information (printed or displayed) as they wish.
Vendor agrees to maintain/ replenish their **Dinner by Design** display during the three day event as needed.
Vendor will supply a written copy highlighting their **Dinner by Design** display features, unique qualities, theme, or other noteworthy information for the tour program as well as the volunteer guides.
Vendor agrees to remove all materials used in their **Dinner by Design** display by 5:00 pm on the Monday following the 3- day event.
Vendor agrees to a non-refundable participation fee of \$125 with receipt of signed agreement by the presenters.
Vendor agrees to allow all photos taken in conjunction with **Dinner by Design** during its 3-day run to become the property of the photographer.

- Presenters will provide space for each vendor at the Historic Scranton Club building.
Presenters will provide 110 volt electrical service to vendor if requested.
Presenters will provide for volunteer guides in each **Dinner by Design** room to provide security, safety and answer questions about the display.
Presenters will provide for insurance coverage against loss or damage during the 3-day event.
Presenters will provide pre-event publicity to the 3-day event (Friday Preview Party, Saturday and Sunday) and general sales for public touring.
Presenters will provide a **Dinner by Design** tour guide booklet and handle ticket sales for all event days.
Presenters will provide two (2) preview party tickets to each vendor.

Vendor hereby acknowledges that they have read and understand the terms of this agreement. Your signature below certifies that you agree to abide by all said terms. Please sign and return one copy of the agreement with your participation fee. The second copy may be kept for your records.



Lackawanna Historical Society
570-344-3841

Date

Designer

Date

Program Information Sheet

1. If you have a logo, please email a high resolution black/white or grayscale in jpeg, tiff, or PDF format to lackawannahistory@gmail.com.

2. Please list your business contact information below:

BUSINESS NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

WEBSITE _____

3. Please provide a brief description of your business.

4. Please describe your inspiration for the Exhibit.
