

# Event Submission Form



Please fill the form out in its entirety and submit it to [service@doterra.com](mailto:service@doterra.com)

| Contact Information |
|---------------------|
| Name                |
| Street Address      |
| City ST, ZIP Code   |
| Phone               |
| E-Mail Address      |

| Event:  |
|---|
| Show Dates:   |
| # Expected Attendees:                                       |
| Type of Event (i.e.: bridal faire, Arts & Crafts Show etc.) |
| Event Location:   |

**Required Documents**

This form must be accompanied by your mock up booth layout. Include as much pertinent information including but not limited to, location of booth at event, costs, banners etc. This form must be submitted no later than four weeks in advance.

| Agreement and Signature   |
|---|
| By submitting this Event Submission Form, I affirm that the facts set forth in it are true and complete. I understand that if my submission is denied I will not be permitted by dōTERRA to participate in representing dōTERRA business at this event (Policy Manual section 14B). |
| Name (printed)  |
| Signature   |
| Date  |

**Our Policy & Procedure**

Once your submission is received both our legal and marketing departments will review the content. This booth and event must be in accordance with dōTERRA interests and acquire signatures of approval from representatives of both departments.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Marketing Department Approval

\_\_\_\_\_  
Name: \_\_\_\_\_  
Legal Department Approval