

# Xowyo

PAPER + PRESS

STATIONERY, TABLETOP RENTALS, WELCOME GIFTING  
SERVING JACKSON HOLE + THE ROCKY MOUNTAIN REGION

LOOKBOOK 2020

XOWYO.COM



CARRIE PATTERSON PHOTOGRAPHY





CARRIE PATTERSON PHOTOGRAPHY

Late June at the Giltner site on Snake River Ranch. Huckleberry margaritas served in Chroma tumblers; Indigo Slate plates; acrylic signage



# welcome

Founded in 2009, xowyo paper + events offers high touch stationery and tabletop rentals that reflect our surroundings in the heart of the mountains.

Based in Jackson Hole, our collections suit many styles, but are commonly inspired by our natural surroundings. We aim to tell the story of couples and a sense of this remarkable place through stationery. Creative Director Cara Rank established the company after searching for wedding stationery that reflected this ethos for her own wedding. Unable to find what she wanted by sifting through books of stock designs, she created her own invitations and planted the seed that is now xowyo.

As the company evolved over the years, Cara expanded into a collection of tabletop rentals for weddings, special events or intimate dinners with a selection of some of her favorite

products and brands (prior to xowyo she was a food writer and magazine publisher).

The team's experience in design, printing, manufacturing and with demanding clientele, means we are leading the luxury invitation and tabletop industry in the Rocky Mountains. Our team is committed to thinking outside the envelope and beyond a basic white plate. We are all about that perfect moment at the mailbox and the dinner table.

Cara Rank

**Cara Rank**  
Owner / Creative Director



# A LOOK *inside*



## VOLUME ONE

As storytellers, entertainers and paper people, we love a good magazine. We created this guide to inspire you. Inside is everything you need to know about your wedding stationery and tabletop settings, plus images from our favorite Jackson Hole wedding professionals — and friends. Whether it's the Snake River Ranch or a soiree in your own backyard, let this serve to help you plan your ideal event.

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## the team



### MEET CARA RANK OWNER / CREATIVE DIRECTOR

Whether it's a dinner for four, a dinner party for 30 or a large scale event for 250, Cara's vision covers all the details for the perfect event. Working with Cara at xowyo starts with an initial in-depth client consultation to develop and understand the scope of event, meeting with the client to gain perspective on budget, creative, and event design. From there this translates into establishing creative direction for the invitation suite and stationery, setting the tone for the wedding weekend, and continues through a carefully curated tabletop, welcome gifting and day of experience customized to fit each individual client. An expert in destination Jackson Hole weddings, Cara can help her clients find the best way to treat guests and show them that they care about their guests experience. At xowyo, our role helps each couple realize their event vision through thoughtfully establishing creative direction that encompasses all aspects of stationery, welcome gifting and luxury tabletop.



### MEET REBECCA LIVEZEY LEAD PRODUCTION

After creating a production calendar for each project, Rebecca's number one goal is to keep the office and our clients on schedule to meet deadlines. Her day to day involves communicating with clients, managing inventory, working with vendors and coordinating, organizing and executing all projects from start to finish.

## WHAT WE OFFER

### CUSTOM STATIONERY

- [Custom Design](#)
- [Event Websites](#)
- [Save the Dates, Invitations, Day Of Paper](#)
- [Printing Methods](#)
- Letterpress
- Foiling
- Flat
- Engraving
- [Specialty Materials](#)
- Wood
- Acrylic
- Leather
- Vintage Postage
- Custom Postage
- [Custom Event Signage](#)
- [Finishing and Assembly](#)

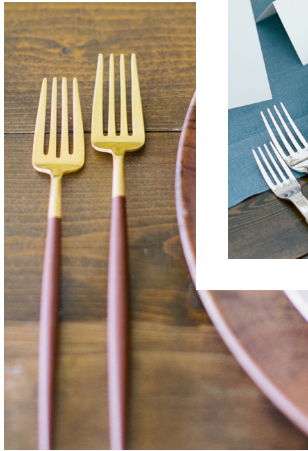
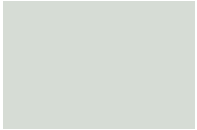
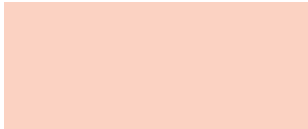
### WELCOME GIFTING

- [Custom](#)
- Candles
- Chapstick
- Baked Goods
- Trail Mix
- Beverage Cups
- Enamel Mugs
- Aluminum Water Bottles
- Croakies
- Mountain Essentials Kits
- Kate's Tram Bars
- Lady in The Wild West
- Teton Valley Chips

### TABLE TOP BRANDS

- Arte Italica
- Cutipol
- Czech Crystal
- Hawkins New York
- Heath Ceramics
- Marie Daage
- Sabre
- Schott Zwiesel
- Vista Allegre
- and more...





TABLETOP TRENDS

Set the table  
for 2020 events

HERE'S WHAT WE'RE EXCITED FOR THIS SEASON

WOOD

Wood chargers are an easy way to add a rustic touch to any wedding table. We love seeing them used on farm tables, especially when the tables have been covered with linens, to pull that wood grain element back into the tablescape. The clean lines of our Timber charger keep the tables from feeling too western and outdoors-y, but just natural enough.

NATURAL MATERIALS

Speaking of natural materials, nature is a priority for those of us who live in Jackson Hole. Getting outside is not just a part of our daily habits, it's a lifestyle. We love bringing that spirit into events, like with our rattan glassware. The rattan mimics the tall grasses that sway in summer winds all over the valley.

ORGANIC SHAPES

Part of the fun of being married here is the ability to eschew tradition. The town's casual, relaxed vibe allows you to have a more causal and relaxed wedding. We love these Luster plates; the gold rim adds an element of glam and formality, but the organic shape of the hand-thrown and hand-fired porcelain keeps these plates appropriate for a ranch field. In other words, they are just fancy enough.

MIXED MODERN

Just because we're in the Wild West doesn't mean you can't go modern. Our Heath dinnerware is the perfect addition to any modern Jackson table. Made from clay, Heath's distinctive

unglazed edge adds that slight rustic touch and a hand-crafted character to the clean, simple lines. Mixing these pieces makes a tablescape feel rich and layered.

REFINED ELEGANCE

You can never go wrong with classic and simple, that trend will always prevail. The Bella Bianca collection is sweet, feminine and classic, and will always be in style. We suggest this option for anyone who is worried about going too western. Pair it with our horn or bone flatware for a nudge in the natural direction.

KEEP IT SIMPLE

You don't need a ton of rentals to keep your tablescape interesting, especially if you are hosting 250 people. Choose the hand painted Cézanne charger, created to mimic a barnwood fence with Teton sunset colors, for one impactful piece on the tables. Keep it clean and immaculate to complement your gorgeous flowers.

INTERESTING FLATWARE

Our slender Goa flatware brings in rich gold and a colorful handle to any setting. The handmade pieces come with natural blemishes that keep this from feeling too fancy. Don't let their delicate appearance fool you- these are weighty (trust us, they feel great in your hand) and sharp enough to cut most red meat. These are fancy, special-occasion pieces you may not use in your home daily. Our Sabre Horn pieces are a little less delicate and bring in those casual bistro vibes with an elegant touch to balance out any tablescape.









6.22.2019

# Mary Scott + Campbell



## PARTNERS

*Planning: In Any Event*

*Stationery + Tabletop: xowyo*

*Florals, Event Design: Fleur De V Events*

*Photography: Carrie Patterson*

*Catering: Maho Catering*

*Venue: Snake River Ranch, Johnson 40*

Mary Scott and Campbell's wedding in mid June was the perfect way to kick off the 2019 season. The 275 guests were whisked to the Snake River Ranch for the ceremony and reception. Vanessa Flory of Fleur De V Events set the creative vision for the evening dinner. Tables were adorned with early summer blooms. Mary Scott and Campbell were looking for a cross between southern elegance and sophisticated Jackson Hole style. We collaborated on custom watercolor crest that brought in their love for Jackson Hole as well as reflected back on their southern roots. Their wedding suite encompassed

traditional engraving on all pieces on 3-ply paper, paired with a vellum printed overlay and custom vintage postage. We debuted our Bella Bianca collection at the wedding as well along side Bistro horn flatware and Czech crystal stemware. Day of pieces included custom embroidered napkins for the head table, cocktail napkins, table numbers, escort and place cards, personalized welcome gifts hand delivered by xowyo to guests upon check-in, various signage and additional paper goods for all their events that weekend.





MARY SCOTT +  
CAMPBELL

TABLETOP

BELLA BIANCA CHARGER PLATE

BELLA BIANCA DINNER PLATE

BELLA BIANCA SALAD PLATE

BISTRO HORN FLATWARE

CZECH CUT CRYSTAL STEMWARE



all the details



WELCOME GIFTING

- BURLAP BAG + TISSUE, PERSONALIZED GIFT TAGS WITH GUEST NAME AND ACCOMMODATIONS
- CUSTOM SCREENPRINTED LINEN MOUNTAIN ESSENTIALS DRAWSTRING BAG
- MOUNTAIN ESSENTIALS KIT (ADVIL, SUNSCREEN, CUSTOM LIP BALM)
- CUSTOM ALUMINIUM WATER BOTTLE FOR EACH GUEST
- KATE'S TRAM BARS
- JH POPCORN

DAY OF PAPER

- FLAT PRINTED PROGRAMS
- COCKTAIL NAPKINS
- SCREENPRINTED KOOZIES
- SCREENPRINTED SHATTERPROOF BEVERAGE CUPS
- MENUS
- TABLE NUMBERS

- PERSONALIZED TENTED PLACE CARDS
- PERSONALIZED TENTED ESCORT CARDS WITH CUSTOM WAX SEAL MONOGRAM
- CUSTOM EMBROIDERED HEAD TABLE LINEN NAPKINS



INVITATIONS

- 3-PLY INVITATION ENGRAVED WITH CALLIGRAPHY
- FLAT PRINTED VELLUM OVERLAY WITH SILK RIBBON
- 2-PLY RSVP INSERT ENGRAVED WITH CALLIGRAPHY
- RSVP ENVELOPE ENGRAVED WITH CALLIGRAPHY
- OUTER + INNER ENVELOPES WITH VINTAGE POSTAGE AND HAND CALLIGRAPHY







Liza +  
Tabb

6.29.2019

VENDORS

Planning: In Any Event  
Stationery + Tabletop: xowyo  
Florals + Event Design: Fleur De V  
Photography: Ashley Merritt  
Catering: Spring Creek Ranch  
Venue: Spring Creek Ranch





**LIZA + TABB**

**TABLETOP**

[CEZANNE CHARGER](#)

[BISTRO HORN FLATWARE](#)

**INVITATIONS**

[CUSTOM LOGO](#)

[LETTERPRESS INVITATION](#)

[SUITE ON HANDMADE RAG](#)

[PAPER FROM SPAIN](#)

[VELLUM ENCLOSURE WITH](#)

[BLUSH SILK RIBBON AND ROSE](#)

[GOLD CUSTOM WAX SEAL](#)



all the details



WELCOME GIFTING

PERSONALIZED WELCOME GIFT TAGS WITH GUEST NAME AND ACCOMMODATIONS

WELCOME LETTER

CANVAS BAG + TISSUE

MATCH BOOKS

CUSTOM CARAMELS + PRIVATE LABELING

MOUNTAIN ESSENTIALS KIT (ADVIL, SUNSCREEN, CUSTOM LIP BALM)

CUSTOM ALUMINIUM WATER BOTTLE FOR EACH GUEST

KATE'S TRAM BARS

JH POPCORN

DAY OF PAPER

WEDDING PROGRAMS ON HANDMADE PAPER

DINNER MENUS ON HANDMADE PAPER

ESCORT SIGNAGE, SCREENPRINTED ON FABRIC AND INSTALLED ON COPPER PIPING

TENTED PLACE CARDS

HAND LETTERED BISTRO CHALKBOARD FOR REHEARSAL DINNER

LIZA & TABB

Liza is a twin, and having created invitations for her sister's 2018 Napa Valley wedding, we were tasked with making Liza's event completely different. As an art advisor with Sotheby's she has very refined tastes. Suffused with light. European sunset. Understated elegance. Those were our guiding principles.

First, we sketched a local wild clematis flower as her nod to Jackson Hole. Incorporating handmade paper in the colors of a Provence sunset gave the suite a casually elegant feel, as well as an artistic feel to complement her love of art.





Kelly +  
Ethan

8.31.2019



## VENDORS

Planning: Parker Thomas Events  
Stationery + Tabletop: xowyo  
Florals + Event Design: Magnolia Ranch  
Photography: Miriam Penfold  
Venue + Catering: Jackson Hole Golf  
and Tennis Club

## PANTONE 2020 COLOR OF THE YEAR

### CLASSIC BLUE PMS 19-4052

Ushering in the color of 2020, we saw a significant up-trend in classic blue and navy. Kelly's wedding pulled in velvets, classic blue and white paired with accents of yellow gold throughout all print pieces, day of signage and collateral as well as tabletop. Expect to see more of this trend in 2020!





KELLY KITSCH

INVITATIONS

CUSTOM BRANDING

LETTERPRESS INVITATION  
SUITES IN CLASSIC BLUE  
PANTONE AND GOLD FOIL

TABLETOP

CEZANNE CHARGER

LUSTER GOLD RIM  
DINNER PLATES

LUSTER GOLD RIM  
SALAD PLATES

CZECH CRYSTAL STEMWARE

OSLO GOLD FLATWARE

BARWARE

STEMLESS BLUE BLOWN  
GLASS WITH GOLD RIM

BLUE BLOWN GLASS WITH  
GOLD RIM STEMWARE

CZECH CRYSTAL STEMWARE  
AND HIGH BALL TUMBLERS





VENDORS

Planning: Parker Thomas Events  
Stationery + Tabletop: xowyo  
Florals + Event Design: Magnolia Ranch  
Photography: Miriam Penfold  
Venue + Catering: Jackson Hole Golf  
and Tennis Club



ADDITIONAL COLLATERAL  
PRODUCED FOR KELLY'S  
WEEKEND EVENTS:

WHITE INK ON BLUE  
WEDDING MENUS

CUSTOM ILLUSTRATED  
ESCORT, PLACE CARDS  
AND TABLE NUMBERS

CUSTOM ILLUSTRATED  
WINE AND BAR LISTS  
WITH BEVERAGE ICONS

WELCOME PARTY MENUS

WELCOME SIGNAGE

HAND LETTERED  
WALNUT BOARD

ESCORT, BUCKET LIST AND  
"IN MEMORY OF" SIGNAGE

CEREMONY SIGNAGE





7.6.2019

Marissa + Ezra



## INVITATIONS

CUSTOM LOGO AND  
WEDDING BRANDING

LETTERPRESS INVITATION SUITE WITH  
MAP/EVENTS INSERT SCREENPRINTED  
ON DARK WALNUT WOOD

HANDMADE OUTER ENVELOPES,  
LINED WITH DENIM; MAILED  
WITH VINTAGE POSTAGE  
AND HAND CALLIGRAPHY





MARISSA +  
EZRA

TIMBER WOOD CHARGER

HEATH CERAMICS OPAQUE  
WHITE DINNER PLATES

HEATH CERAMICS OPAQUE  
WHITE SALAD PLATES

CUTIPOL GOA BROWN  
AND GOLD FLATWARE

PURE STEMWARE

MARISSA & EZRA



all the details



WELCOME GIFTING

CANVAS BAG, PERSONALIZED WELCOME GIFT TAGS WITH GUEST NAME AND ACCOMMODATIONS

CUSTOM ALUMINIUM WATER BOTTLE FOR EACH GUEST

JH POPCORN

CUSTOM MONOGRAMMED JOURNAL

WELCOME LETTER ON FOLDED KRAFT PAPER WITH NAVY INK, AND CUSTOM JH MAP WITH WEDDING EVENTS.

DAY OF PAPER

WATERCOLOR MOUNTAIN RANGE TABLE NUMBERS

TENTED PLACE CARDS WITH WATERCOLOR MOUNTAIN RANGES, COLOR COORDINATED PER TABLE

MATCHING WATERCOLOR MOUNTAIN ESCORT TAGS WITH LEATHER TASSELS

CUSTOM BUILT DOUGHNUT SIGNAGE

CUSTOM ESCORT CARD SIGNAGE

HAND LETTERED PHOTO BOOTH

SIGNAGE ON WALNUT WOOD

HAND LETTERED MENU 36X48" ON WALNUT WOOD

SIGNATURE COCKTAIL SIGNAGE

CUSTOM BRANDED COCKTAIL NAPKINS

VENDORS

Planning: Simply Grand

Stationery + Tabletop: xowyo

Florals + Event Design: Fleur De V

Photography: Carrie Patterson

Catering: Genevieve Catering

Venue: Snake River Ranch







VENDORS

Planning: In Any Event  
Stationery + Tabletop: xowyo  
Florals + Event Design: Fleur De V  
Photography: Ashley Merritt  
Catering: Genevieve Catering  
Venue: Diamond Cross Ranch





## KAELYN & TANNER

Kaelyn and Tanner's vision for their wedding weekend was to treat their guests to a unique Jackson Hole experience. A big part of this was showing their appreciation to friends and family, which we did with handwritten notes that also served as place cards. These bore custom messages from the bride and groom reflecting back on how each guest played a part in their lives. No detail went overlooked in the planning and coordinating of their wedding vision. Set on Sept. 1, they wanted a beautiful array of wildflower foliage paired with the fluid and dreamy watercolors of the Tetons. Each piece tied in our local native wildflower species, whether through print or actual pressed flowers. Kaelyn and Tanner went to great lengths to provide the longitude and latitude coordinates for each guest of the place they originally met that person, included on their place card and on their escort card. With custom wood signage, hand lettered, and that rustic elements, it brought in a beautiful western and natural vibe to their event.

## KAELYN + TANNER

### TABLETOP

[WOOD BLOCK TABLE](#)  
[NUMBERS RENTAL](#)

[TIMBER WOOD CHARGER](#)

[MARBLE DINNER PLATE](#)

[HEATH CERAMICS OPAQUE](#)  
[WHITE SALAD PLATE](#)

[HEATH CERAMICS INDIGO](#)  
[SLATE SALAD PLATE](#)

[CUTIPOL GOA BROWN](#)  
[+ GOLD FLATWARE](#)

[PURE STEMWARE](#)

[GOLD RIMMED STEMLESS](#)  
[WATER GLASSWARE](#)

### INVITATIONS

[FLAT PRINTED INVITATION](#)  
[WITH CUSTOM WATERCOLOR](#)  
[MOUNTAINS AND](#)  
[WILDFLOWERS](#)

[WALNUT REHEARSAL](#)  
[DINNER INSERT WITH](#)  
[WHITE SCREENPRINTING](#)

[LATITUDE AND LONGITUDE](#)  
[ENCLOSURE TAGS](#)  
[TIED WITH TWINE.](#)

[FLAT PRINTED RSVP SET](#)  
[WITH CUSTOM WATERCOLOR](#)  
[POSTAGE STAMP](#)

[EVENTS INSERT](#)

[OUTER ENVELOPE WITH](#)  
[CUSTOM WATERCOLOR](#)  
[ENVELOPE LINER AND CUSTOM](#)  
[DESIGNED POSTAGE](#)



all the details



WELCOME GIFTING

- HAND DRAWN CUSTOM ILLUSTRATED WELCOME LETTER
- CUSTOM 6-PACK COOLER BAGS WITH SCREENPRINTED MOUNTAINS AND LATITUDE/LONGITUDE COORDINATES
- CUSTOM LABELS FOR TRAIL MIX
- CUSTOM BURLAP SCREEN PRINTED KOOZIES

DAY OF PAPER

- FLAT PRINTED CEREMONY PROGRAMS
- FOIL WEDDING LOGO COCKTAIL NAPKINS
- PLACE CARDS WITH LATITUDE/LONGITUDE THAT BRIDE WROTE INDIVIDUAL MESSAGES TO GUESTS ON THE BACK
- 36X48" DARK WALNUT HAND LETTERED CHALK MENU

WALNUT HAND-LETTERED BAR MENU

3-PANEL ESCORT CARD INSTALLATION

PERSONALIZED ESCORT CARDS WITH NATURAL DRIED FLOWERS ADHERED





Natalie  
+ Caleb

7.1.20

MINIMALIST WATERCOLOR  
MOUNTAIN WEDDING







**NATALIE + CALEB**

**INVITATIONS**

[2-COLOR LETTERPRESS AND  
FLAT PRINTED INVITATION](#)

[CUSTOM WATERCOLOR  
TETON ILLUSTRATION](#)

[2-COLOR LETTERPRESS AND  
FLAT PRINTED WEBSITE INSERT](#)

[FLAT PRINTED  
TRANSPORTATION AND  
ACCOMMODATION INSERT CARD](#)

[DIGITALLY PRINTED  
MAILING ENVELOPES AND  
CUSTOM POSTAGE](#)

**DAY OF + GIFTING**

[CEREMONY PROGRAMS](#)

[HAND CALLIGRAPHY  
COWHIDE ESCORT DISPLAY](#)

[CUSTOM LOGO STICKERS](#)

[ENAMEL MUGS](#)

[WATER BOTTLE LABELS](#)

[PLASTIC FROSTED CUPS](#)

[SUNGLASSES](#)



NATALIE AND CALEB

were looking for an elegant and simple variation of our Monica and John suite from 2018, cue in the gray and blue/teal watercolors. She was looking to tie in that whimsical watercolor look with more subdued and earthy colors and wanted a combination of hand calligraphy, natural textures and a slight Jackson Hole flair. See how this carried across all of her wedding papers, day of papers, signage, welcome gifting and more.



to find all wedding details, including: accommodation recommendations, registry, RSVP, and map/directions.



# INSPIRED DESIGN PROCESS

**OUR FAVORITE PAPER SUITES START WITH COLLABORATION, AND SO THE DESIGN PROCESS AT XOWYO PAPER + EVENTS BEGINS WITH A CONSULTATION IN OUR STUDIO, OVER THE PHONE OR ZOOM.**

Before this meeting, please send us your inspiration (artwork, fashion, architecture, books, color samples, other invitations, photos from Instagram collections, Pinterest boards). We encourage you to think about your story as a couple and what elements of that story you want to share through your stationery. This is also time to think about your budget for paper goods. After our consultation, we'll come up with a price estimate for review. For custom and semi-custom clients, our estimates are based on past experience with similar jobs and will offer an idea of cost. But because each client project is unique, the estimate is subject to change as the project evolves. Printing estimates may also change as the design evolves. We do track our time closely, and clients who request this service will receive a report every week of hours spent on their job.

## LET'S DO THIS

If you decide we are a match, and agree to our cost estimate, we'll provide a contract including the details of your order. A 50 percent, non-refundable retainer is necessary to begin design.

## LET'S GET TO WORK

Now comes the fun part! We will start developing your perfect design with a branding document derived from the images and other information you have provided. This phase lets us hash out the direction for your paper goods, before we start any of the actual design work. We will talk colors, fonts and motifs in this phase. The more direction and feedback you give us, the better. At this stage, we will also talk paper and printing options that honor your budget. Only when we have settled on a direction will we create the actual design. You will receive your custom design proofs in PDF format via email. These designs will reflect the ideas and inspiration discussed in our meeting and the initial design phase.

## LET'S GET DOWN TO THE DETAILS

Now it's your turn to review our proofs and let us know if there are any changes to be made. With our custom and semi-custom clients, we don't limit the number of proofs you see because we are billing for our time. Clients who opt for The Collection are allowed two rounds of proofs, with each additional round of proofs billed at \$150. Once designs are almost approved, we can make any final decisions on paper and envelopes, color choices and any other details. This allows for final pricing adjustments before production.

## LET'S PROOF, CAREFULLY PLEASE...

Once you have fallen in love with your design, we will send a final approval form before print. This is your time to triple check spelling, dates, times, fonts and colors. Take your time, and have extra sets of eyes on everything. We are not responsible for mistakes after the final approval (those will be the client's responsibility). Upon approval and final invoice payment, orders can no longer be cancelled for any reason, and there are no returns. xowyo is not responsible for any costs associated with reprinting and shipping due to errors approved by the client.

## LET'S MAIL!

Printing turnaround time varies depending on the style you choose (flat, letterpress, foil). Generally, printing, assembly and delivery takes four weeks. For brides who want an active role in their invitations, we can deliver your project ready to assemble; however, given the creative nature of our work, and all the hand-finished elements we use, we suggest using xowyo for assembly and mailing (an additional fee is charged and will be included in your quote).

## PRICING AND PAYMENT

xowyo offers three levels of service, which means something for most budgets.

## CUSTOM

If you're the type of client who prioritizes stationery, or who wants to take part in the creative process, then this is the option for you. Our custom invitations are designed from scratch. We love to tailor this to the specific event, and as such we create something one of a kind. Since this option is so unique, each job is quoted separately. With this collection, a flat fee covers design time, which means you can see as many proofs as you need. This option often utilizes custom illustration, hand painting or hand lettering and print methods such as letterpress and foil stamping. We also may create custom shapes through die cutting or laser cutting.

## SEMI-CUSTOM

Let's say you like an invitation from one suite, and the reply card from another. Then our semi-custom option is just for you. With this route, we let you swap fonts, select custom colors and swap out any of our illustrations. With our semi-custom collection, our flat fee covers a certain scope of design work.

## THE COLLECTION

The collection features a broad range of our most popular designs. These designs are also sold as shown, but xowyo will do a little of the work for you. We will change the words and colors (sorry, no font changes) and send you digital proofs. With The Collection, you are allowed one round of changes.

## A LITTLE MORE ON PRICING

xowyo focuses on quality and providing an enjoyable and unforgettable experience. As such we only take on a certain number of clients every year. We open up custom work to just 12 couples annually. We take on 15 semi-custom couples, and 20 couples for our Collection. For custom and semi-custom clients, we charge a flat design fee that covers all work from the save the date and website to the invitation suite to day-of paper. This flat fee covers our all of our time spent thinking about your job, conceptualizing the design and creating your unique paper art. This fee will be provided in your custom quote.

## DESIGN FEES INCLUDE



-Initial consultation

-All phone calls, in-person meetings and email correspondence with founder Cara Rank and two other staff members

-A production calendar with all important dates up to the wedding or event, as well as monthly email reminders about those dates

-A branding document (only for custom and semi-custom clients)

-Website design and formatting (ongoing throughout or contract)

-All design work for save the dates, invitation suites and day of paper

Beyond our design fees, we bill for paper, other materials and printing. Please reach out with your head count and desired items for your custom stationery proposal and quote.





# MOODBOARD SAMPLE



## COLOR PALETTE



# BRANDING SAMPLE

## CONCEPT

This brand combines rustic and Western elements mixed with vintage motifs, all inspired by a late September day on an iconic Jackson Hole ranch.

Hand lettered fonts bring a sense of whimsy to classic layouts and white space, which will pull in a touch of formality to keep this from feeling too laid back.

This design is fun and truly Wyoming and will build excitement for your guests' trip to Jackson Hole. We will make this more personal with the use of a modern cattle brand utilizing the couple's initials.

Texture will be incorporated with the use of aspen wood paper and letterpress printing.

## LOGO

LOGO

BRIDAL NAMES



*Tawnya & Alex*

BACKGROUNDS



## USED COLORS

NO. 1



NO. 2

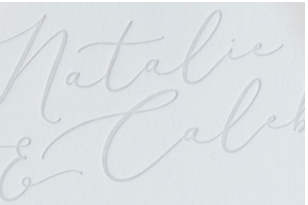


## PAPER/SIGNAGE SAMPLES

ASPEN WOOD



LETTERPRESS + DIGITAL



## ICONOGRAPHY



## TYPOGRAPHY

*Brunella Script*

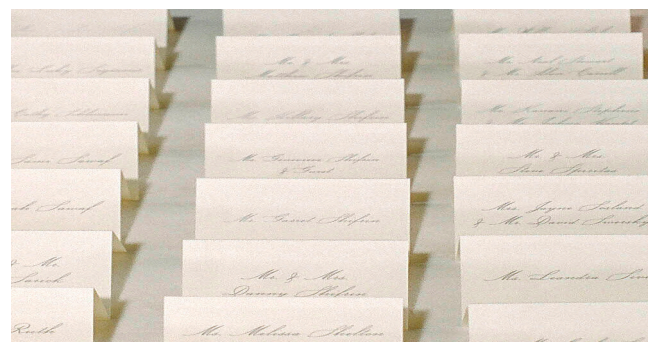
ADOBE GARAMOND

A B C D E F  
1 2 3 4 5 \$





Photography: Laura Murray



elements  
+ timelines

## DESIGN + PRINTING

### 1 WEDDING BRAND

In search of a one of a kind look for your wedding papers, welcome gifting and event signage? Let us create a semi-custom or custom bridal brand to use on all of your wedding stationery and collateral for invitations, day of pieces, and welcome gifting.

### 2 PRINTING

It's always important to discuss paper and printing methods. Part of what makes your event paper special is the process you use to produce your wedding suite. We offer high end printing solutions including letterpress, engraving, foil stamping, embossing, debossing, blind impressions, thermography, offset printing, flat printing, digital printing, die-cutting, embroidery, laser cutting, and screen printing. Different printing processes and papers will factor into the presentation of your wedding suite and convey what style of event you are throwing. We can mix and match printing processes and papers to fit within your budget as well. For example, you may choose letterpress for your wedding suite and save money by printing the remaining pieces digitally. The options are endless but nevertheless should be an important consideration in the wedding paper design process.

### 3 FINISHING

Finishing is a term used in the paper world that is part of the final printing processes. Finishing looks like gilded edges, edge painting, beveled edges, die cutting, duplexed paper (different colored papers laminated together), rounded corners, die-cut corners, hole punching, grommeting, scoring (for folded pieces) and binding (for stitched pieces like booklets or pamphlets).

### 4 CALLIGRAPHY

We include this right below the printing processes because it is for our discerning brides who are looking for that beautiful hand calligraphy wedding suite. Depending on budget, we want to make sure we have enough time carved out to include calligraphy in the process. Some suites we have done are 100 percent calligraphy (See Real Wedding: Mary Scott + Campbell), and other wedding suites include just done the bride and grooms names or envelope addressing only. The beauty of calligraphy can't be matched elsewhere and is something we take pride in outsourcing to only the best calligraphers.

## SAVE THE DATES

### 5 SAVE THE DATES

This card is sent out 6-12 months before the wedding to allow guests to mark their calendars and begin making travel/accommodation plans. These can be as simple or as elaborate as you wish. Many couples list their wedding website here to update guests on important details. We also can do an electronic card if you are pressed on time and have a short engagement.

### 6 BASIC WEDDING WEBSITE

If you are looking for a simple wedding website to direct your guests to more information about the weekend's events we can create a single landing page that includes anchored sections on the home page for info on travel to Jackson, a list of wedding events, hotel and accommodations info, and registry info.

### 7 CUSTOM WEDDING WEBSITE

If you need more than the basic wedding site, let us create a custom wedding website that will include everything from the above website package, and the following add-ons. Individual pages for the following travel to Jackson Hole, Eat and Drink, To-Do (a custom activities list of your favourite things to do in the area or use our curated list), Shopping (with links to all your favourite store-fronts), Couples Gallery, Area Map, and inclusion of all transportation and welcome letter info. All our custom wedding websites are branded to match our client's bridal brand, and event stationery.











Placement approximate



Placement approximate



## WELCOME GIFTING OPTIONS

### WELCOME GIFTING

#### Custom

Custom Scented Candles /

Chapstick / Baked Goods / Trail

Mix / Shatterproof Beverage

Cups / Enamel Mugs / Aluminum

Water Bottles / Powder Coated

Tumblers / Koozies / Custom

Kraft Bags / Custom Tissue

/ Custom Snack Foods with

Branded Labeling / Mountain

Essentials Kits / Matches

/ Canvas Totes / Custom

Croakies / Custom Ray-bans /

### SUNDRIES

Kate's Tram Bars

Candied Bacon

Lady in The Wild West Cookies

Persephone Cookies

Teton Valley Chips

Grizzly Gummies

Custom Trail Mix

JH Dustcutter Lemonade









# ASKED

## HOW DO I GET AN ORDER STARTED?

After we've had a phone or in-person consultation, you will receive an estimate for your order. If that looks good, we will whip up a standard design agreement for you to sign, and send an invoice for a 50 percent deposit. Once we receive both, we will get started.

**WHAT IF MY ORDER CHANGES FROM WHAT'S IN THE AGREEMENT?**

The design agreement is by no means set in stone! It is just a good starting place for both parties. If you decide against an envelope liner or change your quantity after the contract is signed, no problem, those items can be updated along the way.

## TIMELINES & PROOFING

It's always better to have more time than not enough, so contact us as soon as your wedding date and venue are set. If you're on a tight timeline, no need to panic! Most timelines can be accommodated. During our initial consult, we will also pick some key dates to build a timeline before starting your job so we all know what to expect and when.

## WHEN SHOULD I ORDER SAVE-THE-DATES?

For save-the-dates, you should order as soon as your venue is booked and mail them to your guests six to 12 months before the wedding.

## WHEN SHOULD I ORDER INVITATIONS?

It's best to order about four to six months before the wedding date, or as soon as you know the guest list size. Order early enough to allow time for printing, addressing, assembling and mailing your invitations six to eight weeks before the wedding date.

WILL I GET TO SEE A PROOF BEFORE MY ORDER IS PRINTED?

Absolutely! Since every design is customized, the proofing process is the most important step of all. Unlike many stationery companies, we don't cap the number of proofs you receive. We are happy to go back and forth with electronic PDF proofs until we get your design just right. When we get to the final proof, be sure to have at least two other sets of eyes proof everything very carefully for both spelling and accuracy since reprints are full price in most instances. Unfortunately, xowyo cannot do color proofs in most instances. The set up costs associated with printing are high, so it is cost prohibitive to print just one sample. (We can do samples for flat printing.)

### HOW LONG WILL IT TAKE TO GET MY ORDER?

Ideally, we email your first digital proof within two weeks of receiving your signed contract and deposit. You should expect the custom design and proofing process to take four additional weeks from that point. Please factor in another two to three weeks for printing and shipping. So what we're saying is please plan on eight to 10 weeks for the whole process. If this doesn't work, we can expedite your order for a rush fee (those vary depending on the complexity of the job). These are the shipping day timelines from final proof approval and payment:

Handkerchiefs/muslin: 3-5 weeks

Letterpress: 4 weeks (3-week rush is available for a 30% fee)

Flat print: 10-14 business days

## MAILING ETC.

CAN YOU ADDRESS MY ENVELOPES OR POSTCARDS?

We can print your addresses for a fee of \$2/envelope. We also have two fantastic staff calligraphers who can help you.

HOW MANY EXTRA ENVELOPES WILL MY CALLIGRAPHER NEED?

We recommend ordering 20 percent extra envelopes for calligraphy mess-ups.

CAN YOU TELL ME HOW MUCH POSTAGE EACH INVITATION WILL REQUIRE?

Unfortunately, every post office judges the postage price differently. Our post office might say 49 cents is sufficient, while another says 65 or even 85 cents. It's best to wait until you receive your order and take a complete set to your local post office to be accurately weighed to ensure your guests receive their invitations. We can provide you with a postage estimate, but you should always confirm the final postage amount with the local post office from where you plan to mail. On average, our save the dates or announcements range from 46 cents to \$1 in postage while our wedding invitation sets range from \$1-\$2 in postage. Two important items to remember when mailing: stamp the reply envelopes in your invitation set as a courtesy to your guests, and all square sizes require 20 cents extra postage.



THE POST OFFICE DAMAGED/LOST MY INVITATIONS. IS THAT MY RESPONSIBILITY OR YOURS?

Unfortunately beautiful invitations can sustain damage during mailing. We've even had a few get lost. After you've confirmed the correct postage, we recommend asking the post office to hand cancel your invitations to help them stay in tact. Once the invitations are out of xowyo's hands, we can't certify that anyone else will baby them like we do. So if paper rips, ink bleeds or the postman loses something, we can help replace it. But we can't be responsible for the replacement cost.

## WHAT IS HAND CANCELLING?

Hand cancelling is when the post office stamps a seal over the postage as opposed to running the envelope through a machine. If you can convince your local post office to do this for you (we bring our gals cookies), we highly recommend it. It will help ensure your invitations arrive in the best condition possible.

DO YOU OFFER STUFFING, STAMPING AND MAILING SERVICES?

Yes, xowyo offers these services as an added convenience. Pricing for this service will be outlined prior to your design agreement.

## SHIPPING

### WHAT DOMESTIC SHIPPING OPTIONS ARE AVAILABLE?

We ship via USPS, UPS or FedEx. Let us know if there is one you prefer.

## THE FINE PRINT

### WHAT ARE YOUR PAYMENT REQUIREMENTS?

We require a 50 percent non-refundable deposit with your signed contract. We require the balance upon printing.

**WHAT ARE YOUR REFUND AND CANCELLATION POLICIES?**

If you decide to cancel before we've printed your order, we will retain your non-refundable 50 percent deposit. If you decide to cancel your order after final approval is made, we reserve the right to keep the full payment amount. Because every xowyo order is custom, we do not accept returns or offer refunds. If errors are found after final approval is made, the cost of a reprint is the client's responsibility.



I AM CANCELLING MY ORDER. CAN YOU GIVE ME MY ARTWORK?

While we hope it never gets to this point, if you decide to cancel your order we cannot give you any artwork we have completed for you. You've paid us to design artwork, but you don't own the rights to it.

I AM UNHAPPY/FRUSTRATED/ANNOYED WITH YOU. WHAT DO I DO?

If for some reason you are unhappy with something, please talk to us reasonably because we love our work and really want you to love the work we create. If you go bridezilla (or groomzilla) on us, we reserve the right to end our working relationship immediately. Please just pick up the phone and call us to talk through whatever issue you are having. As problem solvers we want to find a solution.





OFFERING LUXURY TABLETOP RENTALS TO JACKSON HOLE AND THE ROCKY MOUNTAINS. WE'RE DEVOTED TO HUNTING FOR AND SOURCING TIMELESS, LUXURY PRODUCTS, MANY OF WHICH ARE HANDMADE AND SOURCED FROM SMALL PRODUCERS IN THE U.S., ITALY, PORTUGAL AND FRANCE. BECAUSE WE SPECIALIZE IN HIGH-END COLLECTIONS AND HANDMADE PRODUCTS, WE TYPICALLY STOCK ENOUGH TO SERVE A 200-PERSON EVENT. PLEASE INQUIRE WELL IN ADVANCE OF YOUR EVENT SO THAT OUR PRODUCERS HAVE ENOUGH TIME TO CREATE YOUR PIECES, IF NECESSARY. OUR COLLECTIONS ARE HIGHLY EDITED AND CURATED, WHILE ALSO BEING WELL BALANCED AND IN PREMIUM CONDITION. LET US PLAN AN EXQUISITE TABLETOP FOR YOUR NEXT EVENT.



# DISHWARE PRODUCT



• PRESENTATION PLATES •



\$11.50 | ACACIA WHITE  
DIAMETER 12"



\$11.50 | ACACIA NATURAL  
DIAMETER 12"



\$11.50 | ACACIA BLACK  
DIAMETER 13"



\$11.50 | BENNETT MANGO WOOD  
DIAMETER 13.5"

• PRESENTATION PLATES •



\$12.50 | BELLA BIANCA  
DIAMETER 13.5"



\$12.95 | SIREN  
DIAMETER 13"



\$14 | CEZANNE CHARGER  
DIAMETER 13"



\$12.50 | FINEZZA CREAM  
DIAMETER 13"



SUMMER  
BABY  
SHOWER

TABLETOP

ACACIA WOOD CHARGER

HEATH OPAQUE WHITE  
DINNER PLATES

CLEAR BLOWN GLASS  
TUMBLERS

STEMLESS BLOWN GLASS  
WINE WITH GOLD RIM

CUTIPOL GOA GOLD +  
BROWN FLATWARE



BARWARE

CZECH CUT CRYSTAL  
STEMWARE

STEMLESS BLOWN GLASS  
WINE WITH GOLD RIM

PINK BLOWN GLASS TUMBLERS

[www.xowyo.com](http://www.xowyo.com)



• DINNER • SALAD • BREAD & BUTTER PLATES •



**\$7** | BELLA BIANCA DINNER  
DIAMETER 11.5"



**\$14** | GOLDEN LUSTER DINNER  
DIAMETER 10.5"



**\$7** | ROSE DINNER  
DIAMETER 10.2"



**\$7** | GIULIETTA DINNER  
DIAMETER 12"



**\$6** | BELLA BIANCA SALAD  
DIAMETER 9"



**\$11** | GOLDEN LUSTER SALAD  
DIAMETER 7.5"



**\$6** | ROSE SALAD  
DIAMETER 8.15"



**\$6** | GIULIETTA SALAD  
DIAMETER 8.5"

**\$4** | BELLA BIANCA  
BREAD + BUTTER

• DINNER • SALAD • BREAD & BUTTER PLATES •



INTIMATE  
NEW YEARS  
PHOTOSHOOT

TABLETOP

CEZANNE CHARGER

LUSTER GOLD RIMMED DINNER\

LUSTER GOLD RIMMED SALAD

CUTIPOL GOLD +  
BROWN FLATWARE

STEMWARE

GOLD RIMMED RED  
WINE STEMWARE

GOLD RIMMED WHITE  
WINE STEMWARE

STEMLESS GOLD RIMMED  
HAND BLOWN WATER

[www.xowyo.com](http://www.xowyo.com)

INTIMATE NEW YEARS PHOTOSHOOT



• DINNER • SALAD • BREAD & BUTTER PLATES •

HEATH CERAMICS COLLECTION



\$7 | OPAQUE WHITE DINNER  
DIAMETER 10.75"



\$7 | MOONSTONE DINNER  
DIAMETER 10.75"



\$7 | ONYX DINNER  
DIAMETER 10.75"



\$7 | INDIGO SLATE DINNER  
DIAMETER 10.75"



\$7 | COCOA FAWN DINNER  
DIAMETER 10.75"



\$7 | ROSEMARY DINNER  
DIAMETER 10.75"



\$7 | SALT SHADOW DINNER  
DIAMETER 10.75"



\$6 | OPAQUE WHITE SALAD  
DIAMETER 8.25"



\$6 | MOONSTONE SALAD  
DIAMETER 8.25"



\$6 | ONYX SALAD  
DIAMETER 8.25"



\$6 | INDIGO SLATE SALAD  
DIAMETER 8.25"



\$6 | COCOA FAWN SALAD  
DIAMETER 8.25"



\$6 | ROSEMARY SALAD  
DIAMETER 8.25"



\$6 | SALT SHADOW SALAD  
DIAMETER 8.25"

\$4 | OPAQUE WHITE  
BREAD + BUTTER

\$4 | MOONSTONE  
BREAD + BUTTER

\$4 | ONYX  
BREAD + BUTTER

\$4 | INDIGO SLATE  
BREAD + BUTTER

\$4 | COCOA FAWN  
BREAD + BUTTER

\$4 | ROSEMARY FAWN  
BREAD + BUTTER

\$4 | SALT SHADOW  
BREAD + BUTTER

• DINNER • SALAD • BREAD & BUTTER PLATES •

HEATH CERAMICS COLLECTION



FALL  
TABLE  
SETTING

TABLETOP

ACACIA WOOD CHARGER

HEATH ROSEMARY  
DINNER PLATES

HEATH ROSEMARY  
SALAD PLATES

HEATH ROSEMARY  
BUTTER PLATES

BONE FLATWARE

STEMWARE

CZECH CUT CRYSTAL RED  
WINE STEMWARE

CZECH CUT CRYSTAL  
WHITE WINE STEMWARE

CZECH CUT CRYSTAL  
HIGHBALL WATER

[www.xowyo.com](http://www.xowyo.com)



# GLASS & STEMWARE



## • SPECIALTY GLASSWARE •

\$3.50 | PER GLASS  
SEE STYLES BELOW



SEAGRASS



HEATH COFFEE MUGS



LIGHT HORN TUMBLER



**THANKSGIVING  
BEVERAGES  
PHOTOSHOOT**

**BARWARE**

CZECH CUT CRYSTAL HIGH  
BALL GLASSWARE

CZECH CUT CRYSTAL  
COCKTAIL STEMWARE

HEATH CERAMICS OPAQUE  
WHITE COFFEE MUGS

[www.xowyo.com](http://www.xowyo.com)





• SPECIALTY STEMWARE & TUMBLERS •

GOLD RIM

\$2.95 | PER GLASS  
SEE STYLES BELOW



ROCKS GLASS

HIGHBALL  
TUMBLER

CHAMPAGNE  
FLUTE

RED WINE

WHITE WINE  
(WATER GOBLET  
NOT PICTURED)

• CRYSTAL WARE & TUMBLERS •

CRYSTAL CUT CZECH STEMWARE

\$3.50 | PER GLASS  
SEE STYLES BELOW



ROCKS GLASS

HIGHBALL  
TUMBLER

CHAMPAGNE  
FLUTE

RED WINE

WHITE WINE

COUPE



• STEMWARE & STEMLESS •

PURE STEMWARE

\$2.95 | PER GLASS  
SEE STYLES BELOW



FLUTE

SAUV BLANC

CABERNET

STEMLESS TUMBLER

STEMLESS WATER

• GLASSWARE •

LARGE & SMALL TUMBLERS

\$2.95 | PER GLASS  
SEE COLORS BELOW



SMOKE

PINK

HONEY

SKY

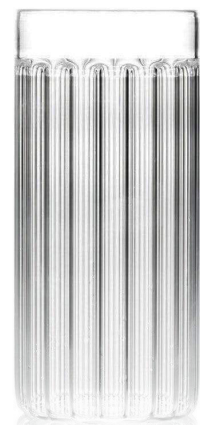
OLIVE



• BOROS •

TUMBLERS

\$3.50 | PER GLASS  
SEE STYLES BELOW



BESSHO TALL



BESSHO TUMBLER



MIXED FLUTE



MIXED MEDIUM

• SPECIALTY GOLD RIMMED •

SIREN

\$2.95 | PER GLASS  
SEE STYLES BELOW



TALL STEMMED BLUE  
GOLD RIM WINE



TALL STEMLESS CLEAR  
GOLD RIM WINE



SHORT STEMLESS BLUE  
GOLD RIM WINE



KERRY +  
JESSE

TABLETOP

HEATH INDIGO SLATE  
DINNER PLATES

HEATH SLATE INDIGO  
SALAD PLATES

PURE BLOWN GLASS WINE  
+ WATER STEMWARE

CUTIPOL GOA STAINLESS  
SILVER FLATWARE

BARWARE

PINK BLOWN GLASS TUMBLERS

AMBER BLOWN GLASS  
TUMBLERS

SMOKE BLOWN GLASS  
TUMBLERS

CLEAR BLOWN GLASS  
TUMBLERS

[www.xowyo.com](http://www.xowyo.com)





# CUTLERY

## • VINTAGE FLATWARE •

TEAK, HORN + BONE

\$1.95 | PER PIECE  
FLATWARE



VINTAGE TEAK



VINTAGE HORN



VINTAGE BONE

AVAILABLE ITEMS INCLUDE:

SALAD FORK / DINNER FORK / DINNER KNIFE / SALAD KNIFE  
DINNER SPOON / BUTTER KNIFE / DESSERT SPOON / DESSERT FORK



• FLATWARE •

CUTIPOL • ADDITIONAL COLORS CAN BE PROVIDED UPON SPECIAL ORDER

\$1.95 | PER PIECE  
SEE STYLES BELOW



SILVER



GOLD



BLACK



BROWN • SILVER



BROWN • GOLD



WHITE

AVAILABLE ITEMS INCLUDE:

SALAD FORK / DINNER FORK / DINNER KNIFE / SALAD KNIFE  
DINNER SPOON / BUTTER KNIFE / DESSERT SPOON / DESSERT FORK

• FLATWARE •

OSLO

\$1.95 | PER PIECE  
OSLO FLATWARE



OSLO SILVER



OSLO GOLD



OSLO BLACK



OSLO ROSE GOLD

AVAILABLE ITEMS INCLUDE:

SALAD FORK / DINNER FORK / DINNER KNIFE / SALAD KNIFE  
DINNER SPOON / BUTTER KNIFE / DESSERT SPOON / DESSERT FORK



PATRICK +  
STEPHANIE

TABLETOP

BELLA BIANCA CHARGER

BELLA BIANCA DINNER

BELLA BIANCA SALAD

HORN FLATWARE



STEMWARE

CZECH CUT CRYSTAL RED  
WINE STEMWARE

CZECH CUT CRYSTAL  
WHITE WINE STEMWARE

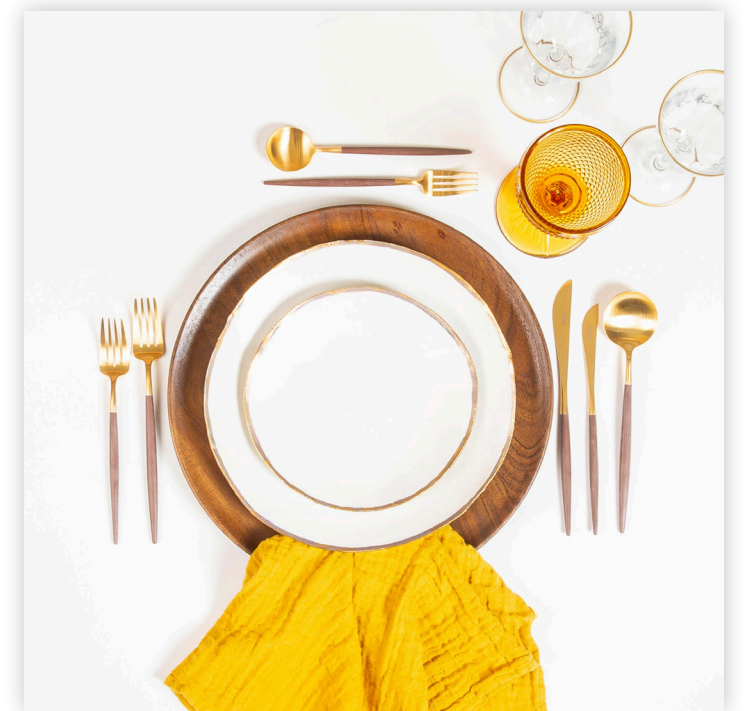
CZECH CUT CRYSTAL  
WATER STEMWARE

[www.xowyo.com](http://www.xowyo.com)

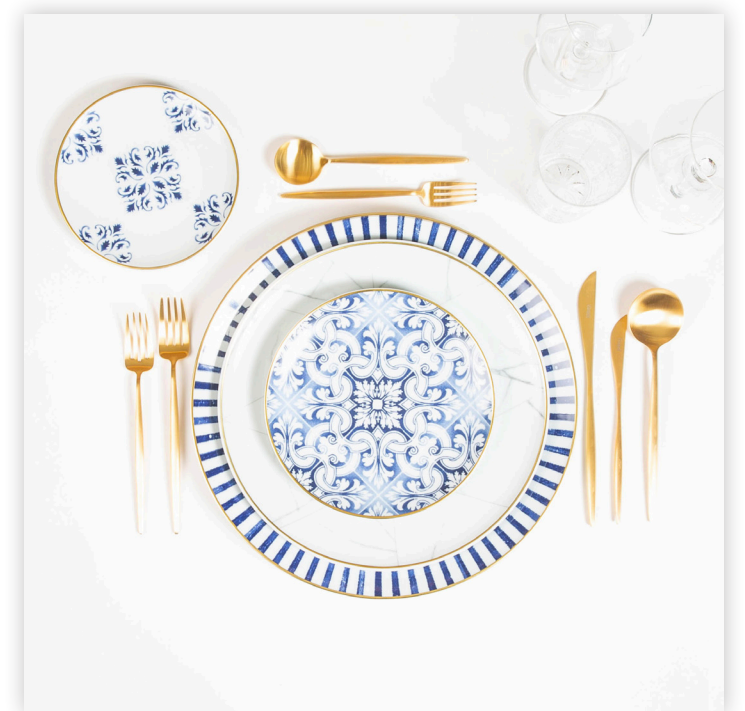


# ADDITIONAL PAIRINGS

ACACIA WOOD CHARGER  
GOLD LUSTER DINNER  
GOLD LUSTER SALAD  
GOA GOLD + BROWN FLATWARE  
GOLD RIM + BICOS SEMWARE



TILES CHARGER  
CARRARA DINNER  
TILES SALAD  
TILES BUTTER  
GOA GOLD FLATWARE  
PURE STEMWARE





ORNAMENT CHARGER  
ORNAMENT DINNER  
ORNAMENT SALAD  
ORNAMENT BUTTER  
GOA SILVER FLATWARE  
CZECH CRYSTAL STEMWARE



ACACIA WOOD CHARGER  
CARRARA DINNER  
GOLD SALAD  
CARRARA BUTTER  
GOA GOLD + WHITE FLATWARE  
GOLD RIM + BICOS SEMWARE



GOLD CHARGER  
HEATH COCOA FAWN DINNER  
BELLA BIANCA SALAD  
BELLA BIANCA BUTTER  
GOA GOLD + BROWN FLATWARE  
PURE STEMWARE



BELLA BIANCA CHARGER  
COCOA FAWN DINNER  
BELLA BIANCA SALAD  
COCOA FAWN BUTTER  
GOA GOLD + BROWN FLATWARE  
GOLD RIM + BICOS STEMWARE





BELLA BIANCA CHARGER  
 COCOA FAWN DINNER  
 COCOA FAWN SALAD  
 COCOA FAWN BUTTER  
 GOA GOLD FLATWARE  
 TUMBLER + PURE + BICOS STEMWARE



ACACIA WOOD CHARGER  
 MOONSTONE DINNER  
 OPAQUE WHITE SALAD  
 MOONSTONE BUTTER  
 GOA SILVER FLATWARE  
 CZECH CRYSTAL + PLATINUM RIM STEMWARE



BELLA BIANCA CHARGER  
 OPAQUE WHITE DINNER  
 OPAQUE WHITE SALAD  
 BELLA BIANCA BUTTER  
 GOA GOLD WITH WHITE FLATWARE  
 GOLD RIM + BICOS STEMWARE



TILES CHARGER  
 GOLD LUSTER DINNER  
 GOLD LUSTER SALAD  
 TILES BUTTER  
 GOA GOLD FLATWARE  
 PURE STEMWARE





ACACIA WOOD CHARGER  
CEZANNE DINNER  
COCOA FAWN SALAD  
HORN FLATWARE  
CLEAR TUMBLERS



BELLA BIANCA CHARGER  
INDIGO SLATE DINNER  
INDIGO SLATE SALAD  
BELAL BIANCA BUTTER  
GOA GOLD + BLACK FLATWARE  
CZECH CRYSTAL STEMWARE



BELLA BIANCA CHARGER  
SALT SHADOW DINNER  
SALT SHADOW SALAD  
SALT SHADOW BUTTER  
HORN FLATWARE  
CZECH CRYSTAL STEMWARE



ACACIA WOOD CHARGER  
CARRARA DINNER  
CARRARA SALAD  
CARRARA BUTTER  
GOA GOLD + WHITE FLATWARE  
BICOS + GOLD RIM STEMWARE

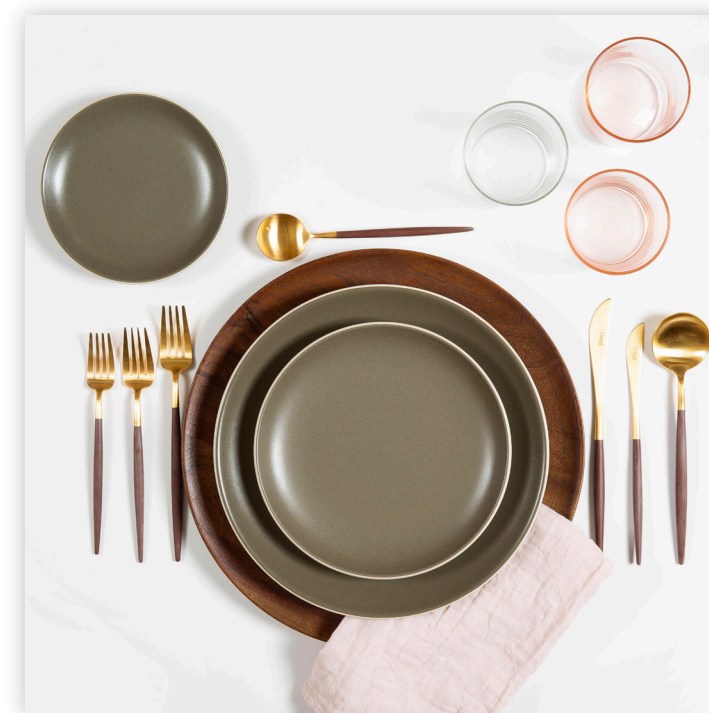




ACACIA WOOD CHARGER  
CEZANNE DINNER  
GOLD LUSTER SALAD  
GOA GOLD + BROWN FLATWARE  
PINK + CLEAR TUMBLERS



ACACIA WOOD CHARGER  
ROSEMARY DINNER  
ROSEMARY SALAD  
ROSEMARY BUTTER  
GOA GOLD + BROWN FLATWARE  
PINK + CLEAR TUMBLERS



CEZANNE CHARGER  
COCOA FAWN DINNER  
COCOA FAWN SALAD  
COCOA FAWN BUTTER  
HORN FLATWARE  
CLEAR TUMBLERS



CEZANNE CHARGER  
GOLD LUSTER DINNER  
GOLD LUSTER SALAD  
HORN FLATWARE  
CLEAR TUMBLERS





# TERMS & POLICIES

## • WILL CALL & DELIVERY •

DUE TO THE FRAGILE NATURE OF OUR PIECES, MOST ORDERS REQUIRE FOR XOWYO TO MANAGE DELIVERY AND PICKUP. CERTAIN ITEMS, SMALL ORDERS OR ORDERS ARRANGED THROUGH ONE OF OUR APPROVED VENDORS MAY BE SUITABLE FOR WILL-CALL AT OUR DOWNTOWN SHOWROOM; PLEASE INQUIRE TO CONFIRM THE OPTIONS FOR YOUR ORDER.

### **DELIVERY**

• MAY BE REQUIRED FOR ALL RENTAL ORDERS OVER \$500, UNLESS YOUR CATERER, FLORIST, WEDDING PLANNER OR ANOTHER REPRESENTATIVE IS ONE OF OUR APPROVED VENDORS. CLIENT WILL BE REQUIRED TO PAY REPLACEMENT COST OF ANY BROKEN OR LOST PRODUCT NOT HANDLED BY AN XOWYO TEAM MEMBER. ADDITIONAL CLEANING FEES MAY BE ASSESSED IF XOWYO POLICIES ARE NOT ADHERED TO.

• IS AVAILABLE BETWEEN THE HOURS OF 8 A.M. AND MIDNIGHT. IF DELIVERY/ PICKUP IS NEEDED OUTSIDE OF THESE HOURS ADDITIONAL FEES MAY BE ASSESSED.

• **BASE RATES FOR DELIVERY SERVICES START AT \$150**



## • TABLE SETTING SERVICES •

FOR ORDERS OF A CERTAIN SIZE AND/OR CERTAIN CIRCUMSTANCES, WE MAY REQUIRE OUR REPS TO MANAGE AND ASSIST WITH THE INVENTORY ON SITE. THIS INCLUDES UNPACKING, SETTING THE TABLES, RECEIVING INVENTORY AFTER EACH COURSE AND REPACKING IT FOR SAFE TRANSPORTATION BACK TO OUR WAREHOUSE. WHEN NOT REQUIRED, THESE SERVICES ARE AVAILABLE UPON REQUEST.

### TABLE SETTING MAY BE REQUIRED FOR:

- ORDERS SUBTOTALING \$2,500 OR MORE
- ORDERS OUTSIDE OF THE LOCAL DELIVERY AREA
- ORDERS IN WHICH MULTIPLE RENTAL COMPANIES ARE INVOLVED ON THE SAME EVENT
- ORDERS IN WHICH THE CLIENT OR THE CATERING TEAM ARE NOT ABLE TO ADHERE TO XOWYO'S CARE AND REPACK GUIDE
- AT THE DISCRETION OF XOWYO

### TABLE SETTING SERVICES INCLUDE:

- TWO-SIX XOWYO REPRESENTATIVES FOR UP TO 8 HOURS
- PLACEMENT OF ALL XOWYO PRODUCT AND OTHER RENTAL PRODUCT WITH GLOVES TO ENSURE ITEMS ARE DUST AND FINGERPRINT FREE. THIS DOES NOT INCLUDE LINENS. (NOTE: IF YOUR TABLES ARE OUTSIDE WE CANNOT GUARANTEE DEBRIS FROM TREES, RANCH FIELDS OR BIRDS WILL NOT REPOPULATE ON SURFACES ONCE WE HAVE DONE A FINAL WALK THROUGH.)
- A FINAL WALK THROUGH TO ENSURE FLATWARE AND DINNERWARE ARE LINED UP ALONG THE LENGTH OF TABLES. (WE CANNOT GUARANTEE PRODUCT WILL NOT BE MOVED BY CATERERS AFTER OUR WALK THROUGH.)
- A FINAL WALK THROUGH TO ENSURE TABLES ARE PHOTO READY.

**PLEASE NOTE: LINENS, FLORALS AND CHAIRS MUST BE IN PLACE TO BEGIN OUR SERVICE. WE WILL CHECK THE PLACEMENT OF THESE ITEMS IN OUR FINAL WALK THROUGH TO ENSURE OPTIMAL PHOTO READINESS.**



## • SCULLERY & REPACK •

### SCULLERY / REPACK SERVICE INCLUDES:

- RECEIVING OF ALL XOWYO ITEMS AT A STATIONARY LOCATION ONCE SERVICE STAFF HAS CLEARED TABLES. WE MAY WORK WITH CATERERS TO EXECUTE SCULLERY ON THEIR ITEMS.
- REMOVAL OF DEBRIS FROM XOWYO PRODUCT AND SEPARATION OF PRODUCT FROM OTHER RENTAL PRODUCT AT A STATIONARY LOCATION.
- CAREFUL REPACK OF ALL XOWYO PRODUCT TO ENSURE SAFE TRANSPORT BACK TO OUR WAREHOUSE.
- STRIKE AT END OF EVENT TO MAKE SURE ALL XOWYO PRODUCT IS COLLECTED FROM VENUE. WE TYPICALLY RETURN TO THE VENUE THE NEXT DAY FOR ANOTHER WALK THROUGH IN DAYLIGHT HOURS.

### REPACK

FROM THE TIME OF DELIVERY TO THE TIME OF REMOVAL, THE CLIENT WILL BE RESPONSIBLE FOR ALL RENTED PRODUCTS. SPECIFIC CARE IS REQUIRED FOR ALL OF OUR RENTAL ITEMS. IF YOUR ORDER DOES NOT REQUIRE AN XOWYO REP TO BE ON SITE FOR SCULLERY AND REPACK, THE CLIENT WILL BE GIVEN A SPECIFIC CARE AND REPACK GUIDE. IT IS THE CLIENT'S RESPONSIBILITY TO ADHERE TO ALL INSTRUCTIONS OUTLINED IN THIS GUIDE AND SIGN OFF THAT THEY UNDERSTAND OUR POLICIES. WHILE WE DO NOT HOLD THIRD PARTIES SUCH AS EVENT PLANNERS, HOSTING FACILITY OR CATERERS LIABLE FOR DAMAGE OR MISUSE, IT IS SUGGESTED THAT THE CLIENT PROVIDE A COPY OF OUR GUIDE TO ADDITIONAL VENDORS WHO WILL BE HANDLING OUR PRODUCT. IF YOUR SITUATION IS DEEMED QUESTIONABLE, WE MAY REQUIRE THAT THESE THIRD PARTIES INITIAL AND SIGN OFF THAT THEY HAVE REVIEWED OUR GUIDE. IT IS IMPORTANT TO NOTE THAT ADDITIONAL FEES WILL BE INCURRED IF OUR PRODUCT IS NOT CARED FOR AND REPACKED AS INSTRUCTED IN THE GUIDE.

### RATES / OVERTIME / HOLIDAY RATES:

**DELIVERY AND PICKUP** RATES START AT \$150/HOUR AND INCLUDES TWO XOWYO REPS

**WHITE GLOVE TABLE SETTING** RATES START AT \$300 AND INCLUDES TWO TO FOUR XOWYO REPS, DEPENDING ON SIZE AND SCOPE OF THE EVENT

**SCULLERY AND REPACK RATES** START AT \$300 AND INCLUDE TWO XOWYO REPS

**OVERTIME RATES** APPLY IF AN XOWYO REP IS REQUIRED TO WORK LONGER THAN 8 HOURS BETWEEN THE HOURS OF 8 A.M.-MIDNIGHT OR IF THEY ARE REQUIRED TO BE ON SITE BEFORE 8 A.M. OR AFTER MIDNIGHT

**HOLIDAY RATES APPLY** ON THANKSGIVING DAY, CHRISTMAS EVE, CHRISTMAS DAY, NEW YEARS EVE, AND NEW YEARS DAY.



## • IMPORTANT POLICIES •

### PROPOSALS / ORDERS

- A \$500 rental minimum for all orders is required unless otherwise agreed upon beforehand. If the rental inventory total does not meet the minimum, an adjustment line item will be added to the invoice in an amount needed to meet the minimum. That amount cannot be used toward fees, labor, the damage waiver or a future event.

- Rentals are for one-time use only. In the event that client requests to reuse already used inventory, client is required to obtain permission from xowyo. Client may be billed for the additional use. Client assumes responsibility and legal liability resulting from the reuse of rental inventory.

- Proposals are estimates based on the availability of product under certain circumstances. If your needs change between the time a proposal is sent and when the order is taken and a retainer made, xowyo reserves the right to make adjustments as necessary.

- Proposals are good for one week from the proposal date. If after one week a retainer is not paid, items will be released to other interested parties and/or rates may change due to availability. If an order is not secured by the end of the proposal period, xowyo will not be responsible to confirm the client's interest if another party inquires about the same product. For orders that are less than one month from event date, no proposal period will be allotted, as items are rented on a first come, first serve basis.

- If another inquiry is made that conflicts with an existing and unexpired proposal, xowyo will notify the existing client. At that point, a retainer will be required within 24 hours of being notified. If a retainer and signed rental agreement is not received within the 24 hour period following notification, then the items will be released to the other party.

### RENTAL TERMS AND AGREEMENT

- To confirm an order we require your contact information (address, phone, email), valid credit card information and a non-refundable retainer. The retainer is equal to 50 percent of your order total and is applied toward your final balance. This payment can be made by credit card, cash or check. A valid credit card must be placed on file with us, even if paying for the order by check or another form of payment.

- A signed contract will be required in addition to the retainer to secure all orders. At this time it is important to raise any questions regarding the content of this agreement as it is a legally binding contract between the client and xowyo.

- Estimated labor rates for delivery, setup, scullery and pickup are subject to change based on the final timeline for the wedding day and may be dictated by when tables must be photo-ready and planned length of dinner service.

- Security Retainer. In addition to the price, client may be asked to pay a security retainer to ensure the return or replacement of damaged, destroyed or missing items, as well as fees related to the order. If that is the case, xowyo will charge the authorized card 14 days prior to the event for the security retainer amount. This amount will be refunded to the original card after the event, minus any costs to replace inventory and recover fees related to the order.

- xowyo reserves the right to use any and all design information and event photography for marketing, advertising, social media and/or portfolio use. In doing so we do promise to do so tastefully. If client seeks to restrict use, xowyo must be notified before the order is placed. Additional fees for such restrictions may apply.

- It is the client's responsibility to ensure that all information, including but not limited to, rental inventory collections, quantities, delivery/pick up information and timing is accurately listed on the invoice. The quantities listed on the invoice are the exact quantities delivered. xowyo does not build in any overages.

### REDUCTIONS AND CANCELLATIONS

- Cancellations and/or reductions to the order once the retainer has been placed will be considered on a case by case basis. Typically, should the client wish to reduce counts/items after the retainer has been placed, xowyo will require the client to supplement that reduction with other available inventory. If no other inventory is available, then the client may forfeit the loss. Notification of the need to do so must be made a minimum of 14 days prior to the date of set up/pick up.

### BREAKAGE, IMPROPERLY CLEANED OR MISSING ITEMS

- We understand that accidents happen. In the event of a damaged or lost item, replacement fees will be charged in accordance with the damage waiver policy. Once the order is returned and the missing or damaged items confirmed, an invoice will be sent within 10 days.

- If xowyo is not providing table setting and scullery, client is responsible for ensuring they order extra product so that there is enough on hand for the event in case the venue or caterer breaks items during setup.

- All crates, racks, and containers are considered part of the rental order and are subject to replacement fees if damaged or missing.

- In instances where client opts for table setting and/or scullery and repack services, xowyo will assume responsibility of broken or damaged items while those items are in our physical possession. If an item is stolen during service or dropped, broken or damaged during service by a caterer, wedding planner or another part of the team not associated with xowyo, it will be the client's responsibility to cover replacement costs for these items. The damage waiver is available to cover these instances.

- If you discover missing or damaged items upon receipt of your order, please contact us immediately so that we can replace the items if desired. We cannot accept disputes after an event is over. All that said, we do our best to ensure your order is complete and count items multiple times before leaving the warehouse.

- If for some reason an item you have reserved and rented becomes unavailable before your event, we will make every attempt to locate replacement product. If an exact replacement cannot be secured, we will fulfill your order with similar product.

- We ask clients to inspect the rental inventory upon delivery or pick up. If you do not notify xowyo of defective, missing or incorrect inventory within 2 hours of delivery or pickup, we assume you have accepted the inventory in its condition.

- Client acknowledges there may be some normal wear and tear that is not readily apparent in preparing an order for delivery. These minor defects do not constitute a breach of contract.

- Between the time of delivery and pick-up, the client agrees to provide a secure storage location for rented items and accepts all risk until items are loaded onto the xowyo truck or returned to our warehouse. If any items are damaged due to weather or unexpected elements, replacement or repair costs will be incurred once items are returned and the damage is assessed.

- Items do not need to be washed before being returned to xowyo; however, we ask that items are rinsed and/or scraped clean of food debris. Dinnerware should be returned "dishwasher ready". You will be provided with instructions on how to care for items if xowyo is not providing scullery.

### OPTIONAL DAMAGE WAIVER

- The client is responsible for rental items being returned in the same condition in which they were received, except for ordinary wear and tear. The client is also responsible for the replacement cost of damaged or lost items. Our optional damage waiver is available to protect you from damage due to accidental breakage. No misplacement or theft of any type will be covered.

- The damage waiver is available for a fee of 10 percent of the total rental inventory order, excluding labor. The damage waiver is not a refundable item. If waiver is accepted and damage occurs, coverage will be calculated based on the size of the original order:

Orders totaling \$1,000 or less: 100 percent of the damaged items' replacement cost is covered up to 25 percent of the total rental cost. Any damage exceeding 25 percent of the total order will be covered at 50 percent of replacement cost.

Orders totaling over \$1,000: First \$200 of damaged items' replacement cost is covered. Any damage over \$200 will be charged at 50 percent of replacement cost.



- The damage waiver waives you of liability for rented items that are returned damaged due to an accident. You must return all broken or damaged items and other such evidence that we may reasonably require.
- The wavier is secondary to your own insurance. Some homeowner and business insurance may cover you for damage to rented items in the event of a sizable claim. Please check with your own insurance company if you’d like to seek coverage there instead of through our damage waiver.
- The wavier does not cover intentional acts, vandalism, misplacement or theft. If deemed necessary by xowyo, you agree to furnish a police report upon their request.

**RENTAL PERIOD**

- Our standard rental period is up to three days. We may accommodate longer rental periods, given availability. Rates are detailed below:
  - 1-3 days: Base rental rate
  - 4-7 days: Base rental rate X 1.5
  - 8-14 days: Base rental rate X 2
  - 15-21 days: Base rental rate X 3
  - 21-31 days: Base rental rate X 4

**MISCELLANEOUS**

- Client will not sublet, loan or assign the rental inventory. Rental inventory shall not be moved from the address at which rentals were to be used. An additional fee may apply if moved from the rental location.
- xowyo is not be responsible for any damage to lawns, grass, flooring, tracks, scullery tables or any other surfaces on which xowyo reps must drive, walk, deliver or perform services.
- Client assumes full responsibility for any risk of bodily injury, death or property damage arising out of or related to xowyo items.
  - In the event of rentals for styled shoots or promotional use, client is responsible for all obligations under this agreement even if inventory is provided at no cost.

**SCULLERY NEEDS**

- 10x10 or 10x20 tent for storage, organization and staging (based on size of event and rental order)
- Three, 8 foot banquet tables (if scullery tent is visible to guests you may want linens to cover one receiving table)
  - 4-6 chairs for staff, depending on size of the event
- 4-6 vendor meals for staff, depending on size of the event, optimally served before dinner service for guests begin
  - Lighting for tent area
  - Heater for tent, weather permitting
- Two trash cans with liners (note: this does not include removal of trash from site)

**HELPFUL EVENT INFORMATION**

- Timeline for event weekend/day
  - Description of service/order of meal (l.e. preset salad)
- Confirmation of who is doing linens. Linens, florals and chairs must be placed and ready to go in order to begin our service.
- Bussing timeline and procedure: Can all rentals be removed after dinner? Does anything need to remain on the table for the whole event?
- Transportation details: can a rental truck park near staging tent? Can a truck or vehicle leave during the event with a load?