



EXHIBITOR INFORMATION SHEET

Please read all information. If you have any questions, contact Hazel Bowman at PrescottWeddings.com LLC, 928.541.1930 or Hazel@HazelLBowman.com

EXHIBITOR'S TABLE: The cost of the Table you select is based on the Table area you want. Table areas vary in size (see Registration Form) but the tabletop display is 6 feet, accompanied with two chairs, tablecloth, and two bottled waters. Exhibitors must furnish all other material and equipment, including signage, necessary for their display. No signage on walls permitted. PrescottWeddings.com LLC reserves all rights to re-assign Exhibitor's table up-to and through the day of the *2018 Prescott Bridal Affaire Expo*.

Any special requests changing what is being provided must be submitted no later than **Friday February 9** and approved by PrescottWeddings.com LLC and the Hassayampa Inn. **Changes requested after Friday February 9 are subject to an additional \$25 cost.**

PrescottWeddings.com LLC does not encourage the sharing of a table with another Exhibitor. However, should you wish to do so, an additional cost of \$50 will be incurred. Table sharing is limited to only two Exhibitors per table, regardless of size or space.

Due to liability, each Exhibitor must sign the Registration Form acknowledging they have read and accepts the terms and conditions of the 2018 Prescott Bridal Affaire Expo Exhibitor Information Sheet. Failure to do so will result in that Exhibitor's non-participation in the 2018 Prescott Bridal Affaire Expo.

SUPPLIES AND EQUIPMENT: Exhibitor must bring all supplies and equipment necessary for set-up day of the event. PrescottWeddings.com LLC, the Hassayampa Inn and Verve Events & Tents are not responsible for providing any items necessary to complete your set-up, including tools, items for attaching signage, and/or assistance moving your items and/or carts.

REGISTRATION: You are able to register online paying by major credit card via PayPal. Make sure you designate the Floor Plan and Table number when you register. Once you have purchased your table and payment has been received, your company and a link to its url (or your email address) will be posted on the *2018 Prescott Bridal Affaire Expo* site.

COLOR CATEGORY: Color categories have been created for the service industry that you represent. Upon registering, the table you have selected will be color-coded accordingly on the Floor Plan.

EXHIBITOR APPROVAL: PrescottWeddings.com LLC and Prescott Bridal Affaire Expo reserves the right to deny any Exhibitor table space, registration or to participate in the *2018 Prescott Bridal Affaire Expo* in any form. Should you or your company have a policy where there is only allowed to be one representative per expo, it is up to you to determine what your company policy is and ask questions if the *2018 Prescott Bridal Affaire Expo* has other Exhibitors under the same parent company name.



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- TABLE DISCOUNTS:** All Exhibitors are eligible to receive 5% off on the cost of their **table only** by advertising the *2018 Prescott Bridal Affaire Expo* on their web site, Facebook or other social media. Information is on the Registration form. Contact Hazel Bowman at 928.541.1930 or Hazel@HazelBowman.com for further information to apply and receive your discount.
- ADDED VALUE OPPORTUNITY #1!** The *2018 Prescott Bridal Affaire Expo* will be advertised in Prescott Woman magazine in its 2018 February/March issue. One full page will include logos of some of the companies participating. Space is limited so if interested don't delay and reserve your logo space by sending in \$75 now.
- ADDED VALUE OPPORTUNITY #2!!** The Daily Courier is providing its own EARLY BIRD SPECIAL for any ad placed in its Bridal Supplement being released in conjunction with the *2018 Prescott Bridal Affaire Expo*. Call Keith Bray, Advertising Manager, 928.445.3333, ext 2024.
- PROGRAM AD:** (Optional) Please indicate on your Registration Form if you want your business card size color ad in *2018 Prescott Bridal Affaire Expo* program for \$20.00. You **MUST** provide your business card or camera-ready ad copy to artwork@sirspeedyprescott.com or ad space is **NOT** guaranteed. Cut-off date is 12 Noon, Friday February 9, 2017.
- DOOR PRIZES:** Exhibitors at *2018 Prescott Bridal Affaire Expo* are encouraged to provide door prizes, displayed at your table. Door prize drawings are at Exhibitor's discretion. You may register attendees to develop a contact list. Be sure to provide "fish bowl" and drawing slips.
- GRAND PRIZE:** Consider donating an appropriate prize to be included in the Bridal Grand Prize and receive additional recognition in our advertising. If donation is made by Friday January 19 and has at least a \$500 value, your company will be named a Sponsor *and* receive additional mention on our web site and in our advertising (subject to print deadlines).
- FREEBIES:** It is suggested that Exhibitors distribute literature and freebies to *2018 Prescott Bridal Affaire Expo* attendees. Bags will be provided to the attendees at check-in. Exhibitors **may not** sell food or beverages but **can distribute** food samples. There will be **no** kitchen access at the Hassayampa Inn and Exhibitor must provide all supplies and utensils. All Exhibitors providing food samples must meet insurance and serving guidelines as set by the Hassayampa Inn.
- SETUP/BREAKDOWN:** Exhibitor setup begins no earlier than 7:00 AM the day-of and **must be completed** by 9:30 AM. All Exhibitors are expected to attend a brief meeting at 9:30 AM. Breakdown and removal of materials starts after the *2018 Prescott Bridal Affaire Expo* has concluded and must be completed by 5:00 PM.
- MAILING LIST:** Couples attending will be filling out a registration form as they receive a *2018 Prescott Bridal Affaire Expo* bag. This list will be compiled in wedding date chronological order and provided free to all Exhibitors.



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**BRIDAL BAG
INSERTS:**

All Bridal Bag inserts must be delivered to the Hassayampa Inn no later than Monday February 26. Inserts received after that date are not guaranteed to be placed in the Bridal Bags. **To avoid recycling, any inserts remaining after the 2018 Prescott Bridal Affaire has concluded must be secured no later than Monday March 5 at the Hassayampa Inn.**

TAX LIABILITY:

Exhibitors are responsible for all tax liabilities for any merchandise sold during the *2018 Prescott Bridal Affaire Expo*. For further information, contact Katie Pehl, City of Prescott, 928.777.1247.

ACT OF GOD:

In the situation of an Act of God, such as flood, fire, storms or other natural events outside the control of PrescottWeddings.com LLC, StarStruck Event Planning, the *2018 Prescott Bridal Affaire Expo*, the Hassayampa Inn, Verve Events & Tents and any co-host preventing the *2018 Prescott Bridal Affaire Expo* taking place, all monies paid are **non-refundable**.

LIABILITY:

Exhibitor acknowledges that s/he has read and accepts the terms and conditions found in the Exhibitors Information Sheet. Exhibitor agrees to make no claim for any reason whatsoever against PrescottWeddings.com LLC, StarStruck Event Planning, the *2018 Prescott Bridal Affaire Expo*, the Hassayampa Inn, Verve Events & Tents, or any co-host, sponsor, coordinators and their representatives for loss, theft, damage, destruction of goods, or any bodily injuries. Exhibitor's signature on the Registration Form indicates total consent and agreement in addition to releasing PrescottWeddings.com LLC, StarStruck Event Planning, the Hassayampa Inn, Verve Events & Tents as well as all co-hosts, sponsors, coordinators, and their representatives, from **any** liability regarding the *2018 Prescott Bridal Affaire Expo*, other than their responsibility for fulfilling provisions of this Agreement.

DISCLAIMER:

PrescottWeddings.com LLC, StarStruck Event Planning, and the *2018 Prescott Bridal Affaire Expo* imply no warranty of actual attendance since it is not possible to accurately determine the number of attendees prior to the event.

NAME USE:

By registering as an Exhibitor, you are allowing PrescottWeddings.com LLC, StarStruck Event Planning, the *2018 Prescott Bridal Affaire Expo*, the Hassayampa Inn, Verve Events & Tents, and any co-host or sponsor to use your company name, logo, photos and website on any and/or all promotions and marketing material prior-to and following the event.