



EXHIBITOR INFORMATION SHEET

Please read all information. If you have any questions, please contact Tahna Falk at Tahna@StarStruck-Events.com or 928.642.8667.

EXHIBITOR'S SPACE:

The cost of the space you select is based on the area you want. Spaces vary in size (see Registration Form). The space comes with two chairs and two bottled waters. If you would like a 6' rectangular table and ivory table cloth, please note that on your Registration form. The cost for such is \$25. Exhibitors must furnish all other material and equipment, including signage necessary for their display. No signage on walls is permitted. StarStruck Event Planning and the Prescott Bridal Affaire Expo reserve all rights to re-assign Exhibitor's space up-to and through the day of the *2019 Prescott Bridal Affaire Expo*.

Any special requests changing what is being provided or rented must be submitted no later than **Friday, February 8** and approved by StarStruck Event Planning and the Hassayampa Inn. **Changes requested after Friday, February 8 are subject to an additional \$25 fee.**

StarStruck Event Planning and the Prescott Bridal Affaire Expo do not encourage the sharing of a table with another Exhibitor. However, should you wish to do so, an additional cost of \$100 fee 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 accept the terms and conditions of the 2019 Prescott Bridal Affaire Expo Exhibitor Information Sheet. Failure to do so will result in that Exhibitor's non-participation in the 2019 Prescott Bridal Affaire Expo.

There will be no backdrops over 4 feet in height permitted at booth spaces that are not located up against a wall. So, in other words, **if your booth space is located in the center of a room, you cannot have a backdrop that is over 4 feet tall.** If your booth space is located up against a wall, you may have most any type of backdrop as long as it does not attach to the wall.

SUPPLIES AND EQUIPMENT:

Exhibitors must bring all supplies and equipment necessary for set-up day of the event. StarStruck Event Planning, the Prescott Bridal Affaire Expo, 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 Square. Make sure you designate the room and space number when you register. Once you have purchased your space and payment has been received, your company and a link to its url (or your email address) will be posted on the *2019 Prescott Bridal Affaire Expo* site.

COLOR CATEGORY:

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

EXHIBITOR APPROVAL:

StarStruck Event Planning and the Prescott Bridal Affaire Expo reserve the right to deny any Exhibitor space, registration or to participate in the *2019 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 and if the *2019 Prescott Bridal Affaire Expo* has other Exhibitors under the same parent company name.

ADDED VALUE OPPORTUNITY #1!

The *2019 Prescott Bridal Affaire Expo* will be advertised in Prescott Woman Magazine in its 2019 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 \$80 now.**

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ADDED VALUE OPPORTUNITY #2!!

The Daily Courier is also providing its own EARLY BIRD SPECIAL for any ad placed in its Bridal Supplement being released in conjunction with the *2019 Prescott Bridal Affaire Expo*. Call Lori Carver, Advertising Director, 928.445.3333, ext 2024.

PROGRAM AD: (Optional)

Please indicate on your Registration Form if you want a business card size color ad in the *2019 Prescott Bridal Affaire Expo* program for \$30.00. 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 Noon, Friday, February 8, 2019.**

DOOR PRIZES:

Exhibitors at the *2019 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 Grand Prize. **If donation is made by Friday, January 18 and has at least a \$500 value, your company will 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 the *2019 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 and must also sign the Hassayampa Food Waiver.

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 *2019 Prescott Bridal Affaire Expo* has concluded and must be completed by no later than 5:00 pm.

MAILING LIST:

Couples attending will be filling out a registration form as they receive a *2019 Prescott Bridal Affaire Expo* bag. This list will be compiled in wedding date chronological order and provided free to all Exhibitors.

BRIDAL BAG INSERTS:

All Bridal Bag inserts must be delivered to the Hassayampa Inn no later than Monday, February 25, 2019. Inserts received after that date are not guaranteed to be placed in the Bridal Bags. **To avoid recycling, any inserts remaining after the 2019 Prescott Bridal Affaire has concluded, must be secured before you leave the Expo.**

TAX LIABILITY:

Exhibitors are responsible for all tax liabilities for any merchandise or services sold during the *2019 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 StarStruck Event Planning, the *2019 Prescott Bridal Affaire Expo*, the Hassayampa Inn, Verve Events & Tents and any other co-hosts or sponsors, preventing the *2019 Prescott Bridal Affaire Expo* from taking place, all monies paid are **non-refundable**.

LIABILITY:

Exhibitor acknowledges that he/she 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 StarStruck Event Planning, the *2019 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 StarStruck Event Planning, the *2019 Prescott Bridal Affaire Expo*, the Hassayampa Inn, Verve Events & Tents as well as all co-hosts, sponsors, coordinators, and their representatives, from **any** liability regarding the *2019 Prescott Bridal Affaire Expo*, other than their responsibility for fulfilling provisions of this Agreement.

DISCLAIMER:

StarStruck Event Planning and the *2019 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 StarStruck Event Planning, the *2019 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.